Policy for Fire Department Key Boxes

1.0 Purpose

1.1 To provide for timely access to structures and built spaces for emergency lifesaving and firefighting purposes.

2.0 Scope

2.1 All new buildings.

2.2 All new construction and/or alterations using proprietary locks on doors and/or gates shall be provided with a fire department key box.

2.3 All construction that includes a new or renovated elevator(s) shall be provided with a fire department key box.

2.4 Access gates through construction site security fencing shall be secured using an approved padlock keyed through the fire department access key system.

3.0 Reference

3.1 This policy is established to comply with Section 506 of the Fire Code of New York State, 2010 edition.

4.0 Location

4.1 Fire department key boxes shall be located at the fire alarm system annunciator panel.

4.2 Fire department key boxes shall be installed on the wall so that the bottom of the lift-off door is five feet six inches (5'6") AFF.

5.0 Fire Department Key Box

5.1 Fire department key box installations shall be authorized by the fire chief.
5.1.1 Fire Chief, Department of Fire & Emergency Services, City of Albany for those structures within the boundaries of the City of Albany.

5.1.2 Fire Chief, McKownville Fire Department for those structures within the boundaries of the Town of Guilderland.

5.1.3 Authorized fire department key box applications are available from the UAlbany Office of Environmental Health & Safety.

5.2 Fire department key boxes shall be approved by the AHJ.

5.2.1 Key box shall be either (1) Knox-Vault® model 4402 [black, swing door, surface mount, with tamper switch, single lock], or (2) Knox-Vault® model 4431 [black, swing door, single lock, recessed mount with model 4400 RMK mounting kit, with tamper switch].

5.2.1.1 Tamper switch shall be connected as a supervisory point to the building fire alarm system.

5.2.2 Padlocks for construction site security fence access gates shall be Knox® model 3770. Padlocks to be turned over to Owner’s Representative upon termination of the construction Project.

6.0 Keys

6.1 All proprietary keys to doors and/or gates shall be provided to the UAlbany Office of Environmental Health & Safety for installation in the fire department key box as a condition of the Certificate of Occupancy or Certificate of Compliance.

6.2 Two sets of elevator keys (elevator machine room key, fireman’s service key, door release access port key, drop key or door release key) shall be provided to the UAlbany Office of Environmental Health & Safety for installation in the fire department key box as a condition of the Certificate of Occupancy or Certificate of Compliance.

6.3 One mechanical room master key shall be provided to the UAlbany Office of Environmental Health & Safety for installation in the fire department key box as a condition of the Certificate of Occupancy or Certificate of Compliance.
7.0 Effective Date

7.1 The effective date of this policy is September 1, 2006.
APPENDIX
2010 FIRE CODE OF NEW YORK STATE
SECTION 506 KEY BOXES

506.1 Where required. Where access to or within a structure or an area is restricted because of secured openings or where immediate access is necessary for life-saving or fire-fighting purposes, the code enforcement official is authorized to require a key box to be installed in an approved location. The key box shall be of an approved type and shall contain keys to gain necessary access as required by the code enforcement official.

506.1.1 Locks. An approved lock shall be installed on gates or similar barriers when required by the code enforcement official.

506.2 Key box maintenance. The operator of the building shall immediately notify the code enforcement official and provide the new key when a lock is changed or rekeyed. The key to such lock shall be secured in the key box.