POLICY FOR FIRE DEPARTMENT KEY BOXES

1.0 Purpose
1.1 The purpose of this policy is to provide for rapid access to structures and built spaces for emergency lifesaving and firefighting activities.

2.0 Scope
2.1 This policy shall apply to all new structures and Level 3 alterations.
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 2015 International Fire Code (New York State printing).

4.0 Location
4.1 Fire department key boxes shall be located near the remote annunciator panel at the entrance to each building.
4.2 Fire department key boxes shall be installed on the wall so that the bottom of the 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 and 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.

5.2 Fire department key boxes shall be approved by the AHJ, and shall be consistent with this policy.

5.2.1 The fire department key box shall be the Knox-Vault® 4400 Series.

5.2.1.1 The Knox-Vault® 4400 Series fire department key box shall be black, surface or recessed mount, with tamper switch, and shall be a Dual Lock model (keyed to the fire department and the University at Albany).

5.2.1.2 The 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 or model 3772. Padlocks shall be turned over to Owner’s Representative upon termination of construction Project and removal of security fencing.

6.0 Keys

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

6.1.1 Two sets of elevator keys shall be provided to the Fire Safety Manager for installation in the fire department key box.

6.1.2 One mechanical room master key shall be provided to the Fire Safety Manager for installation in the fire department key box.

6.1.3 One SUNYCard access key shall be provided to the Fire Safety Manager for installation in the fire department key box.

7.0 Effective Date

7.1 The effective date of this policy is September 1, 2006.