



UNIVERSITY AT ALBANY
State University of New York

2006-FD001
Fire Department Key Boxes

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.