ONTARIO FIRE DEPARTMENT
FIRE PROTECTION STANDARD

KEY BOX/PADLOCK PROCEDURE
STANDARD #H-001 EFFECTIVE 11-08-05 PAGES 2

PURPOSE:

To provide a guideline for businesses regarding key boxes.

SCOPE:

To ensure the placement/installation of a key box is done correctly and the proper keys are placed inside. The Chief has deemed the Knox Box key box as the designated system.

AUTHORITY:

The 2001 California Fire Code Section 902.4. When access to or within a structure or an area is unduly difficult because of secured openings, the Chief shall authorize a keyed entry system to be installed. The type installed and the location of the installation shall be determined by the Chief.

PROCEDURE:

1. Placement

    - Must be recessed.
    - Must be placed within proximity of the front doors.
    - Must be placed 4 -6 feet from the ground (no higher/no lower).
    - Must be visible and able to access.

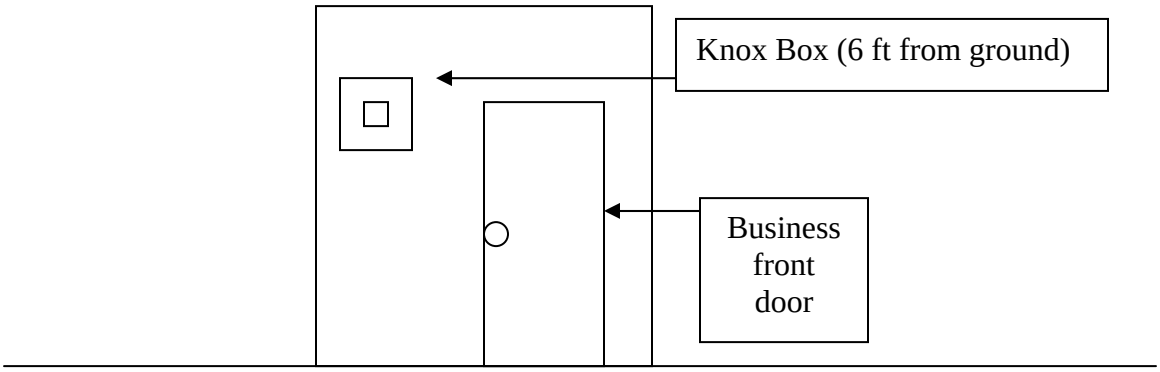
2. Installation

    - A Knox Box application form must be submitted to the Fire Department.

        - Make sure form is completely filled out; this includes e-mail address and zip code.
        - If more than three items are being ordered, or there is more than one installation address, an additional form must be filled out.
        - If a Knox padlock or switch is being ordered it must be sub-mastered. Make sure the box for sub-mastering is checked and have an inspector sign in that square as well as under the department authorization box.

- If ordering a Knox Box, make sure you have a recessed, tampered, hinged box on order. If you insist on a surface mounted box, it must be cleared through the Fire Marshal before ordering. (If this is for new construction, a recessed mounting kit may be helpful.)
- Double check the totals and make sure shipping & handling and sub-mastering (if applicable) are included. (Weight of each item is on the price list, and shipping & handling fees are on the front of the form.)

- Once the application and payment is received by the Fire Department, they will check it and sign it.
- The Fire Department will then forward the application and payment to the Knox Company.
- Once the Knox Box is received, you must install it and have it wired to an alarm. Your alarm company should do this for you.

3. <u>What to do after installation.</u>

- Once the Knox Box is installed and wired to an alarm, copies of your business keys should be made. (The keys should be to the front door, gates or anything else important for access. Please label keys.)
- In order to have the keys placed in the Knox Box, the Fire Department must be called. (Fire Prevention 909-395-2029).
- Someone from the Fire Department will come out to the business to place the key(s) in the Knox Box.