



# ONTARIO FIRE DEPARTMENT FIRE PROTECTION STANDARD

## KEY BOX/PADLOCK PROCEDURE

STANDARD #H-001

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### **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 2013 California Fire Code Section 506.1: 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 (new construction).
- 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. Process

- Access Knox box application online @ [www.knoxbox.com](http://www.knoxbox.com) and follow instructions.
  - If a Knox padlock or switch is being ordered it must be sub-mastered. Ensure that the padlock or witch is sub-mastered for **Ontario Fire and Police**.
- After Knox box is installed it must be supervised by the fire alarm system. Contact your fire alarm company to perform work.

3. What to do after installation.

- 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.

