

**MINNEAPOLIS FIRE DEPARTMENT
FIRE PREVENTION BUREAU POLICY # 5-1
KEY BOXES FOR BUILDING ACCESS**

Original issue 12-26-01

Last revision 6-8-09

Page 1 of 1

ISSUE:

Provide access to locked buildings without causing major damage.

CODE REQUIREMENTS:

The MSFC authorizes the fire department to require key boxes when access to buildings is restricted or where immediate access is needed for life saving or fire fighting.

PROBLEM:

The code does not specifically define when key boxes are required, where they are to be located or the quality of the box.

MFD ACCEPTABLE COMPLIANCE:

NOTE: Approved key boxes are substantial, armored, tamper-proof boxes. Only Minneapolis Fire Department personnel have keys.

1. When required: key boxes are required to be installed on the following buildings.
 - a. Multi-unit residential buildings with a common building entrance door that can be locked.
 - b. Any building that has a fire sprinkler or fire alarm system.
2. The interior of the box is to be at least 3" x 4" x 1" deep.
3. Acceptable manufacturers: The key box shall be manufactured by either Dama or Knox and is to be keyed for the Minneapolis Fire Dept. The building owner orders, pays for, receives and mounts the box. (Existing ECS elevator fire control key boxes may continue to be used, provided that the box is operational).

Building owners can request an order form from the Minneapolis Fire Prevention Bureau, fill it out and send with payment to the desired company:

 - a. DAMA Company, P O Box 47824, Plymouth, MN 55447 (763-559-3660)
 - Or
 - b. Knox Company, 17672 Armstrong Ave., Irvine, CA 92614-5728 (949-252-8181 or 800-552-5669) www.knoxbox.com.
4. Mounting: The owner shall mount the box on the address side of the exterior of the building near the main entrance. The bottom of the box is to be no more than six (6) feet above grade.
5. Keys: All keys that are necessary to gain entrance to the building and access to rooms that contain sprinkler, standpipe, smoke control or fire alarm controls; mechanical equipment and elevator equipment rooms. Keys are to be provided to control elevators and access or enable fire alarm and smoke control panels.

Each key is to be labeled indicating its function.
A small plan showing the locations of important rooms and equipment relative to the key box location is to be placed in the box.
6. Locking the box: The box is shipped with the door locked in the open position and only MFD has keys. When the building keys have been assembled and labeled, and the plan has been completed call the MFD @ 612-673-2546 to arrange for locking the box.