



Chandler Fire Department

Key Box/Elevator Key Box Requirements



Criteria to be shown on the plans for building key box locations

- A key box is required where access to or within a structure or an area is restricted because of secured openings or where immediate access is necessary for life-saving or fire-fighting purposes. The key box shall be an approved type listed in accordance with UL 1037, and shall contain keys to gain necessary access as required by the Fire Marshal.
 - Buildings designed to use a “key fob” system shall also install a numeric keypad at the entrance of at least one door.
- The key box is to be visible and readily accessible from the front entrance of the building.
- A 2nd key box shall be installed at the riser room door if it is remote from the front door.
- Additional key box (s) may be required for large buildings.
- The top of the key box is to be located no more than **six (6) feet high** on the wall and no lower than **four (4) feet from finished grade**.
- Chandler Fire Department requires one grand master key for the building that will open all the doors, including the Fire Sprinkler Riser Room and the Fire Alarm Room. If there are multiple tenants, multiple grand master keys are required.
- The key box shall be large enough to hold the number of keys required for the building. Where electronic swipe fobs/cards are used in addition to the required grand master key, the key box shall be large enough to hold all key swipe fobs/cards and keys for the building or multiple boxes at the entrance may be required.
- A red identification sticker will be applied to main entrance door.
- The operator of the building shall immediately notify the Chandler Fire Department at 480-782-2120 and provide new key (s) and swipe fobs/cards when a lock is changed or rekeyed.
- Key box (s) may be obtained by going to www.knoxbox.com (enter Chandler when asked for a city).
- Please refer any additional questions to Chandler Fire Department at 480-782-2120 or fire.prevention@chandleraz.gov

Criteria to be shown on the plans for Elevator key box locations

- A key box is required where access to or within a structure or an area is restricted because of secured openings or where immediate access is necessary for life-saving or fire-fighting purposes. The key box shall be an approved type listed in accordance with UL 1037, and shall contain keys to gain necessary access as required by the Fire Marshal.
- The key box shall be compatible with an with an existing rapid entry key box system in use in the jurisdiction.
- The front cover shall be permanently labeled with the words “Fire Department Use Only – Elevator Keys”.
- The key box shall be mounted at each elevator bank in the lobby nearest to the lower level of fire department access.
- The key box shall be mounted **five (5) feet six (6) inches above the finished floor** to the right side of the elevator bank.
- Contents of the key box are limited to fire service elevator keys. Additional elevator tools, keys and information pertinent to emergency planning or elevator access shall be permitted when authorized by the Fire Marshal.
- In buildings with two (2) or more elevator banks, a single key box shall be permitted to be used when such elevator banks are separated by not more than thirty (30) feet. Additional key boxes shall be provided for each individual elevator or elevator bank separated by more than thirty (30) feet, unless approved by the Fire Marshal.

Mailing Address
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Chandler Fire Department
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Location
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85225