

## KEY BOX AND KEY SWITCH INSTALLATION AND PROCEDURES

When access to or within a structure or an area is unduly difficult because of secured openings or where immediate access is necessary for life-saving or fire-fighting purposes, the Chief may require the installation of a key box or key switch in an approved location. The key box shall be of a type approved by the Chief and shall contain keys to gain necessary access as required by the Chief. (*California Fire Code, Article 506*)

### APPROVED KEY BOXES/KEY SWITCHES:

- The City of Mountain View accepts the Series 3200 Key Lock Boxes, Model 3501/3502 Key Switches.
- To purchase a key box/key switch go to: [Products - Knox Rapid Access System \(knoxbox.com\)](http://Products - Knox Rapid Access System (knoxbox.com))
- To view available products for Mountain View, select the following:

Your Location: **CALIFORNIA**

Local fire department/agency: **Mountain View Fire Dept**

### MOUNTING INSTRUCTIONS:

- Mount the key box/key switch in the location shown on the approved building plans and/or in the location approved by the Fire Protection Engineer.
- The key box/key switch should be installed in an area protected from excessive moisture where possible. Caulk between the box and mounting surface to assist waterproofing.
- Mount the key box/key switch between 4' and 5' above finish grade.
- The keys that are put inside the Knox box shall be able to open all exterior entry doors, electrical rooms (particularly the fire alarm control panel room), elevator machine rooms, fire pump room, fire riser rooms, and roof access. As few keys as possible is preferred, so a master key works best. Label all keys with a permanent label (from a label maker), not written.
- It is recommended that any tamper switch connections be performed by a qualified alarm technician.
- Where a key switch is required/provided the doors controlled by the key switch shall be coordinated with the Fire Protection Engineer.
- A sign shall be provided adjacent to the key switch with a brief description of the doors that it controls. E.g., "Key Switch unlocks Exterior Entry and Stair Doors".

*After installation, contact Fire Protection Engineer Anish Murthy at (650) 903-6664 or [Anish.Murthy@mountainview.gov](mailto:Anish.Murthy@mountainview.gov) to insert the appropriately labeled keys and install the locking cover to the box.*