

FIRE DEPARTMENT

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FIRE PREVENTION BUREAU

KNOX Box Requirements and Best Practices

SECTION 506 of California Fire Code

-KEY BOXES

- **506.1 Where 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 fire code official is authorized to require a key box to be installed in an approved location. The key box shall be of an approved type listed in accordance with UL 1037, and shall contain keys to gain necessary access as required by the fire code official.
- **506.1.1 Locks.** An approved lock shall be installed on gates or similar barriers when required by the fire code official.
- **506.2 Key box maintenance.** The operator of the building shall immediately notify the fire code official and provide the new key when a lock is changed or rekeyed. The key to such lock shall be secured in the key box.

SECTION 504.1.1 of City of Culver City Municipal Code

- **504.1.1 Keysets, handles, locks and keys.** As determined by a fire department review, all noted exterior doors shall be provided with locksets and handles for Fire Department Access. Keys for required access shall be provided by the owner and made readily available in the KNOX Box.

KNOX Box Best Practices:

- The Culver City Fire Department (CCFD) requires 3 copies of each access key for each KNOX box located on the property. Each copy must be labeled and on a key ring.
- CCFD Must have access to all areas of the building excluding private residences, including but not limited to: storage rooms, elevator service rooms, electrical rooms.
- 3 copies of the key for the Firefighter Elevator operations must be provided.
- Where applicable, the master code for the electronic gate access shall also be provided on a weatherproof material such as on a key chain or laminated card. **Key fobs are not to be used as a replacement for this requirement.**

www.knoxbox.com

Additional questions and concerns may be directed to the Fire Prevention Bureau at (310) 253-5938