



# OPERATING POLICY 13

## Fire Access Key Boxes



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Kirkland Fire/Building Department • 123 Fifth Avenue, Kirkland, WA 98033 • (425) 587-3650

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### Scope

In accordance with Section 506.1 of the *International Fire Code* as adopted by the City of Kirkland and the State of Washington ([WAC51-54-0900](#)), the following approved fire access key boxes shall be required to be installed by the Fire Marshal.

### General

1. Key boxes shall be installed in all occupancies with monitored fire alarm systems at the time of construction or when significant tenant improvements are made. (Excluding single family residences)
2. Key boxes may be installed in other occupancies at the building operator's discretion or at the direction of the Fire Marshal.
3. Installation shall be in locations approved by the Fire Prevention Bureau and will contain keys to gain necessary access to the structure and fire protection systems as required by the Fire Marshal.
4. Key boxes must be maintained by the operator of the building.
5. The operator of the building shall notify the Fire Prevention Bureau and provide a new key when any lock is changed or re-keyed.
6. Key boxes approved by the Fire Marshal shall be at a minimum.
  - a. KNOX-BOX brand key boxes.
  - b. Recess mounted.
  - c. Installed with a tamper switch.
  - d. KNOX-BOX brand series 4100 or larger.

*Knox-Box key boxes installed in residential or other non-required applications may be of a lower standard if construction options do not allow for a secure installation and when approved by the Fire Marshal.*

7. Key boxes shall be installed to manufacturer specifications, including all materials and location.
8. Occupancies may be required to provide more than one key box when the occupancy has multiple entrances, is of extensive size or access to fire protection systems is at a location remote from the main entrance.
9. Key Boxes for the City of Kirkland may be ordered directly from the KNOX-BOX company at <http://www.knoxbox.com>.

*Policy Approved 9/11/11 by  
Kirkland Fire Department Fire Marshal*