



## ANNA FIRE MARSHAL'S OFFICE – PREVENTION DIVISION

### Key Box and Locking Requirements

This guide is intended as a resource and policy statement for all commercial buildings, structures, or facilities (new and existing) within the City of Anna. For the purposes of these instructions and any other guidelines or requirements of the Anna Fire Marshal's Office, all key boxes shall conform to the International Fire Code as adopted and amended by the City of Anna. These guidelines do not replace or supersede any codes and/or ordinances adopted by the City of Anna, nor do they supersede any determinations, interpretations, and positions of the Anna Fire Marshal's Office. Questions can be directed to the Anna Fire Marshal's Office (Fire Prevention Division) at (214) 831-5342 or by emailing [firecad@annatexas.gov](mailto:firecad@annatexas.gov)

All key boxes and locking fire protection caps and equipment shall utilize "Knox" Rapid Access System models and components. Master locks shall be keyed to operate for the City of Anna Fire Department and shall meet the requirements set forth in the Fire Marshal's Office written policy statements. Knox equipment including key boxes, locking caps, and other devices may be purchased online at [www.knoxbox.com](http://www.knoxbox.com)

#### **GENERAL REQUIREMENTS**

- All new and existing commercial structures shall provide a Knox box at the location of the fire sprinkler riser room. Minimum 3200 series hinged at the riser room. A 4400 series hinged may be substituted as determined by the Anna Fire Marshal's Office.
- Multi-tenant structures incorporating six (6) or more storefronts or suites shall provide a key box on the storefront side of the building (centrally located) and at the corresponding fire sprinkler riser room. Minimum 4400 series hinged. An additional box may be required at the rear of the building.
- Knox Box locations shall be approved by the Fire Department PRIOR to installation.
- Knox Boxes shall not be visually or physically obstructed by landscaping or architectural elements. If obstructed, signage shall be provided according to the requirements set forth in the Fire Marshal's Office written policy statements.
- Knox Boxes shall be mounted 5 feet 6 inches above finished floor (AFF). Keys, key fobs, access cards, and other equipment necessary for entry shall be placed inside the box and be properly labeled. A Fire Department alert decal shall be placed at the main entry doors in the upper corner.



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#### **ELEVATORS**

- A Knox Elevator Box (*model #1404*) shall be mounted at each elevator bank at the lobby nearest to the lowest level of fire department access. The box shall be mounted 5 feet 6 inches AFF as close as practicable to the elevator entry doors but no further than a distance of twelve (12) feet away.
- Contents of the box are limited to fire service elevator keys, elevator access tools, panel access keys, and information pertinent to emergency planning, elevator access, and elevator operations.
- In buildings with two (2) or more elevator banks, a single key box is permitted 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.

#### **FIRE DEPARTMENT CONNECTIONS (FDC)**

- All Fire Department Connections shall be equipped with a locking Knox FDC Cap. 5-inch Storz connections shall be provided with a *model #5002* Knox Cap. 2.5-inch connections shall be provided with either a *model #3043* or *model #3041* Knox Cap. Missing or damaged FDC caps on new and existing structures shall be replaced with locking Knox FDC Caps.

#### **STANDPIPES AND HOSE CONNECTIONS**

- Standpipe systems that are not otherwise monitored and/or have damaged or missing caps shall be equipped with a Locking Knox Standpipe Cap. 2.5-inch connections shall be provided with a *model #4043* Knox Cap.

#### **ACCESS CONTROLLED GATES**

- A Knox Padlock (*model #3772 long-throw*) is required for all manually operated pedestrian and vehicle access gates when the gate obstructs the fire lane or prohibits access to a building.

#### **REMOTE POWER DISCONNECT**

- A remotely located primary service disconnect is required where power isolation is not readily accessible from the exterior of a structure or building. Remote power disconnect systems shall utilize “Knox” Rapid Access System equipment and components (*model #4506*).