



FIRE PREVENTION GUIDELINE

Title: Key Boxes		
Number: FPG-04	Effective Date: 01/01/2023	Revised Date: 3/13/2023
Code References: California Fire Code (CFC), California Code of Regulations (CCR) Title 19, Merced Municipal Code (MMC)		
Note: <i>This guideline is a summary of Fire Department clarifications and interpretations of City and State Codes and nationally recognized standards in accordance with the currently adopted edition of the Fire Code. Information contained herein applies to typical circumstances and may not address all situations.</i>		

SCOPE

This guideline has been developed to assist development applicants, architects, contractors, and building/business owners in determining the minimum requirements for building and gate key boxes for fire department access during emergency responses.

Power gate key override systems installed prior to January 1, 2008 will be allowed to continue to operate per prior approval and inspection. If the system, is changed, replaced or modified in the future, the change must include the addition of the radio-operated controller.

CODES AND GUIDELINES

This guideline shall apply to all buildings, new or existing when access to or within a structure or an area is difficult because of secured openings, where immediate access is necessary for life-saving or firefighting purposes or any building that is protected by an automatic suppression system (fire sprinkler, carbon dioxide, special, etc.) California Fire Code, California Code of Regulations, Title 19 and the Merced Municipal Code.

PERMITS REQUIRED

A building permit is required for the installation of powered gates or devices.

SPECIFIC REQUIREMENTS

BUILDINGS

1. The key box shall be of an approved type designated by the Fire Department. The key box shall be located as required by the Fire Chief or his/her representative.



2. The key box specified must be large enough to hold all keys necessary to gain access to all areas of the building and premises.
3. Keys for special equipment such as elevators must be provided and placed inside the key box.
4. Fire Department “Alert Decals” are to be placed on all exterior doors that have accessible locks.

POWERED SECURITY GATES

Where new or remodeled building(s) or premises are secured with automatic security gates, the following methods of entry shall be required:

1. Key override switch. The switch shall be keyed the same as the City of Merced approved key box (Knox or other approved box).
2. Radio operated controller (“Click2Enter” or other approved equipment).

NON-POWERED SECURITY GATES

When fire department access is blocked due to a non-automated gate, any locking devices used on such gate shall be openable with an approved key box access key or provided with an approved fire department padlock.

ORDERING

All key boxes, override switches, and similar devices shall be approved by the City of Merced Fire Department and available only online at www.knoxbox.com. Once the devices are ordered and reviewed, approval will be provided. The jurisdiction to be entered on the online ordering site is “Merced City Fire Department.”

Radio operated controllers (“Click2Enter”) can be order at www.Click2Enter.com

GENERAL

The building owner is responsible for mounting the key box, key (override) switch and radio-operated controller at an approved location. The City of Merced Fire Department will determine the specific location of such installations. For assistance, call (209) 385-4777. Call this number again after installation, to have access keys installed and/or to test the proper operation of the key (override) switch and radio controller for gates.

1. Key boxes shall be mounted at the front entrance door to the building, no higher than six feet from the floor. (See the illustration on Page 3)
2. The installation of keys in newly installed key boxes and updating keys in

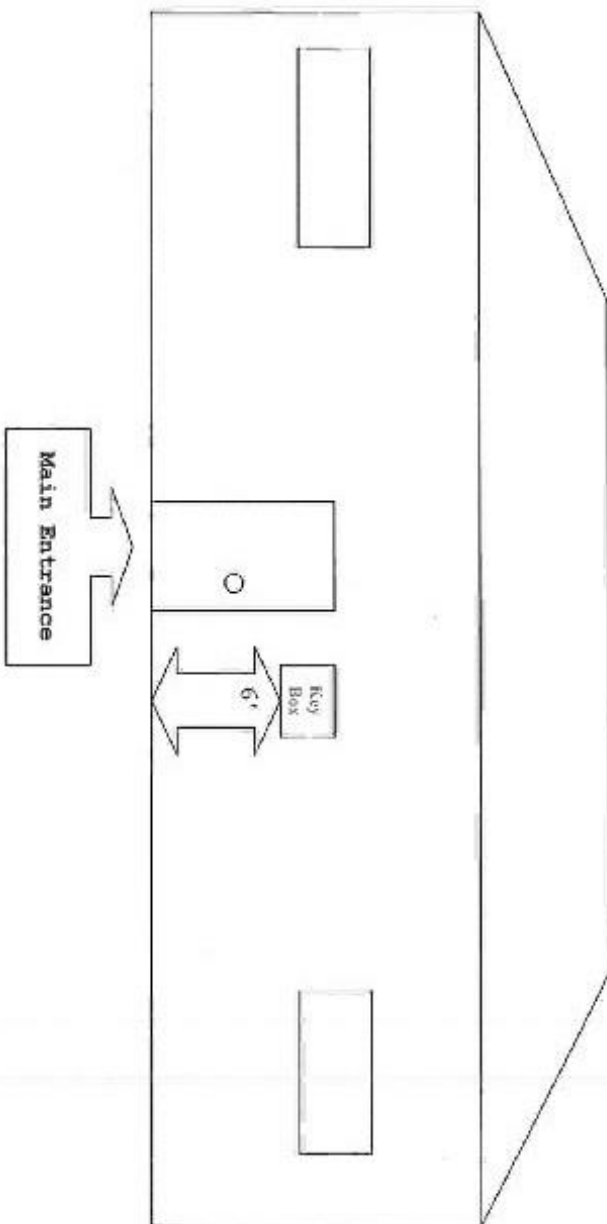


existing boxes shall be performed by the fire department.

3. The operator of the building shall immediately notify the fire department and provide new key(s) when a lock is changed or re-keyed. The key(s) shall be secured in the key box.
4. Key switches shall be mounted in a plainly visible location on the front of the gate control panel.
5. Radio controlled operators shall be mounted per manufacturer specifications.



Key Box Mounting Location



Mount Key Box to the Left or Right of the Main Entrance.
No Higher Than 6' From the Floor

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