PURPOSE

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 and shall contain keys to gain necessary access as required by the fire code official.

Exception: Group R-3 occupancies.

REGULATION

INSTALLATION REQUIREMENTS

The approved key box for the City of Goodyear is Knox-Box 3200 and Knox-Vault 4400 Series, obtained from the Knox Company. Authorization Order Forms are available at the Goodyear Fire Department, 175 N. 145th Avenue, Goodyear, Arizona. The choice of Knox Box shall be dependent upon the number of keys required to be placed in the key box, see Required Keys, below.

It is the responsibility of the property owner or designee to maintain current keys in the Knox box(s).

GENERAL REQUIREMENTS

Each building shall require a key box(s) as follows:

- A building requiring one exit in accordance with the *International Building Code,* shall have a key box installed at the front of the building.
- A building requiring two or more exits in accordance with the *International Building Code,* shall have a key box installed at the front and rear door of the building.

NOTE: The key box by the rear door may be omitted when a building has a riser room accessible from an exterior door. In this case, the key box shall be located in close proximity to the riser room door.

- A building with multi-tenant suites or units shall require a key box for each four tenants. A key box shall be installed at the front of the building and in close proximity to all applicable rear doors.
- Anchor tenants associated with multi-tenant buildings shall have a key box located at the front entrance to the anchor building and a key box located by the rear door of the anchor building.

NOTE: Additional key boxes may be required to be installed due to size or configuration of the building, or nature of the business.

- Key boxes that are/will be an alarm tamper switch, shall have a sign permanently affixed above or on the key box stating, ***"ALARMED"***. The sign shall be in a color contrasting to the background and letters shall be a minimum ½" high.
- The top of key boxes shall be installed **at least 48" to a maximum of 60" above finished grade**, and shall be immedi-ately visible and accessible to emergency responders when exterior door are in the open position.
- All keys shall be clearly identified as to its use.

REQUIRED KEYS

1. The following keys shall be required for placement in key box(s):
   a. Keys required to access the building interior and secured interior areas.
   b. Keys to unlock fire alarm control panel (FACP)
   c. Keys to unlock fire alarm annunciator panel (FAAP).
   d. Keys to unlock fire riser rooms and fire pump rooms.

2. When applicable, the following shall be required for placement in key box(s):
   a. Elevator recall key(s)
   b. Key cards. Key cards shall be water-resistant (e.g., plastic, laminated)
   c. Pass codes. The medium used to document pass codes shall be water-resistant (e.g., plastic, laminated)
   d. Any other means used to unlock secured access.