



Keyed Access

Standard

- International Fire Code 2003 – Section 503.6, 506.1, 506.1.1, 607.3

Practice

- The Richland Fire Department shall be held harmless from damage or loss that may result from a lost or stolen key.
- When required by the Fire Chief or designee, new, remodeled and existing buildings and properties shall have a Fire Department approved key box. If the building or property is in a secured area, and controlled by an automatic entry system, an approved key switch, or an approved Opticom-activated gate opener, is also required.
- Key box, key switch and Opticom-activated gate opener purchases and installation are the responsibility of the property owner.
- Approved key boxes and key switches are purchased by following the directions at the Fire Department's web site. <http://www.ci.richland.wa.us/RICHLAND/Fire/>
- Various manufacturers provide Opticom-activated gate openers. Provide cut sheets for approval before installation.

Locations:

- For single **key box** or **key switch** only
 - Key boxes shall be mounted adjacent to the main entrance.
 - Key boxes shall be clearly visible
 - Key boxes shall be mounted six (6) feet above the finished grade
 - Key switches shall be mounted approximately 48 inches above the roadway.
- For multiple key boxes or key switches requirement, or when alternate locations are appropriate, the Fire Chief or designee shall specify those locations.
- Except for group R3 occupancies, key boxes and/or key switches shall be installed on the following occupancies:
 - Group R occupancies with secured common areas
 - Buildings with fixed fire protection systems, except non-reporting range hood & duct extinguishing systems.

- At the bottom of each stairway enclosure exiting directly to the exterior of a building four or more stories in height
 - In each ground floor elevator lobby on buildings with elevators deemed remote from, or without, an entry key box
 - On entry gates for buildings and properties inside a secured area as required by the Fire Chief or designee
 - Secured boat docks
 - Secured hazardous material sites as required by the Fire Chief or designee
- With the approval of the Fire Chief or designee, residential type key boxes may be placed on individual homes or tenant spaces for residents with special needs. A residential type key box, keyed for the Richland Fire & Emergency Services is required. Residential orders require a signed order form from the Prevention Office. The purchase and installation of the key box is the responsibility of the owner or tenant.
 - Gated private streets, or other gated access routes, with residential or institutional type units shall have an approved Opticom-activated automatic gate opener.

Contents:

- The key box shall contain a grand master key and/or a coded card to open doors or other access means at the following locations:
 - The main entrance
 - Individual tenant spaces, except for self-service storage areas
 - Rooms containing control valves for automatic fire extinguishing systems
 - Rooms containing fire alarm system control panels
 - Rooms containing elevator-operating equipment
 - Rooms or areas containing hazardous storage
 - Rooms containing the main electrical service panel
 - The elevator lobby for elevator recall and emergency override systems
 - Rooms or other areas the Fire Chief, or designee, determines immediate access is necessary.