This fact sheet is promulgated pursuant to the California Fire Code (CFC) 2016; Section 506; as adopted by the Moraga-Orinda Fire District.

The CFC states when access to or within a structure or an area in unduly difficult because of secured openings or where immediate access in necessary for life-saving or firefighting purposes, the chief is authorized to require a key box to be installed in an accessible location. The key box shall be of an approved type listed in accordance with UL 1037 and shall contain keys to gain necessary access as required by the chief. (CFC Section 506.1)

I. General

A “key box” is required where: (1) access to a building is difficult; (2) buildings contain a fire sprinkler or fire alarm systems; (3) facilities that are required to submit a hazardous material business plan and (4) where electronic and manual gates could hamper emergency access. The Fire District only uses the product line offered by the KNOX Company of Irvine, California. These products satisfy the security needs of the Fire District and the community.

II. Ordering Procedures

A. Persons may contact the Knox Company directly at 1-800-552-5669.
B. Inform the Knox Company that the name of your local fire department/agency is Moraga-Orinda Fire Protection District.
C. The approved “key box” is the Model 3200 Series. The approved key switch is a Model 3500 series.

III. Installation Procedures – The box will be shipped with the door off and in the locked position.

A. The box shall be mounted at the main fire department entrance to the building. If the Fire District requires a second box, the Fire Prevention Division will specify this site. If questions exist concerning the fire department access to the building, contact the Fire Prevention Division for assistance.
B. The box shall be mounted not less than four feet from finished floor to center of the box and no higher than 5 feet from finished floor to the center of the box. If this mounting is not possible, contact the Fire Prevention Division.
C. Use heavy “lag bolts” or other sturdy devices to secure the box to the wall.
D. Assemble all of the following for placement into the box.
1. Label the following keys:
   a. main entry
   b. elevator override for each car (where applicable)
   c. fire alarm or sprinkler system (fire panel control and pull station reset)
2. Any special instructions.
E. Have the front cover panel for the key box ready for Fire District personnel to lock.
F. Contact the Fire Prevention Division to make arrangements to have the cover of the box and all keys and information closed into the box. At this time verification of workability and labeling of the keys will be determined.

IV. **Please contact the Fire Prevention Division if suite numbers or letters change at any time or keys change due to tenant changes.**

V. **The box will only be used by the Moraga-Orinda Fire District. Uses include emergency operations and yearly verification of the workability of the keys (this may be done during an annual fire prevention inspection). Keys are not available for police matters or if the building owner or tenant has a lockout situation.**

For additional information or questions, contact the Moraga-Orinda Fire District, Fire Prevention Division at (925) 258-4599.