

****City of Asheboro**

Fire Prevention Bureau**

Fire Department Key Box Policy

SECTION 1. PURPOSE

To ensure rapid and secure access by the Fire Department to buildings with fire protection systems, reducing delays in emergency response, investigation, and mitigation, and enhancing life safety and property protection.

SECTION 2. SCOPE

- Applies to **all new buildings** or major renovations equipped with fire protection systems (automatic sprinkler systems, standpipe systems, fire alarm systems, or combination systems).
 - May apply to **existing buildings** with fire protection systems at the discretion of the Fire Code Official when safety concerns exist (e.g., repeated alarms, inadequate access, or high-risk occupancies).
 - Does **not apply** to buildings without fire protection systems.
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SECTION 3. REQUIREMENT

- Buildings within scope **shall be equipped with a department-approved Fire Department Key Box** (e.g., Knox Box or equivalent).
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SECTION 4. PURPOSE

- Provide immediate Fire Department access to:
 - Fire alarm panels
 - Riser rooms and fire pump rooms
 - Mechanical and electrical rooms
 - Other protected or critical system areas
- Reduce delays during alarms, fires, or system activations.

- Allow the Fire Department to begin investigation and mitigation without waiting for a building representative.
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SECTION 5. INSTALLATION REQUIREMENTS

- **Location:**
 - Typically at the main entrance.
 - May be located elsewhere at the discretion of the Fire Code Official.
 - **Contents:**
 - Master keys, access cards, or codes for primary entry
 - Keys to riser rooms, fire pump rooms, alarm panels, and mechanical/electrical rooms
 - Any specialized keys relevant to system operation
 - Building owner must **update keys or access devices whenever locks change.**
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SECTION 6. ENFORCEMENT

- Key box installation is **required before fire protection system acceptance or issuance of Certificate of Occupancy.**
 - Failure to maintain keys or accessibility may result in violation notices and corrective actions.
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SECTION 7. EXCEPTIONS & VARIANCES

- Alternate access solutions may be approved in exceptional circumstances by the Fire Code Official.
 - Buildings without fire protection systems are exempt.
 - Retroactive requirements for existing buildings may be imposed when safety or operational concerns exist.
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SECTION 8. IMPLEMENTATION

- Applies to all applicable permits and construction submissions **after the effective date.**
- Fire Code Official has discretion to require key boxes for existing buildings when necessary for life safety or operational effectiveness.