


TECHNICAL BULLETIN CITY OF RALEIGH, N.C. www.raleighnc.gov				OFFICE OF THE FIRE MARSHAL	
Subject	Bulletin #	SECTION	PAGE	EFFECTIVE DATE	
Key Box requirements	TB-10	NCFPC	1 of 2	1/14/2003	
		PREPARED BY			Revision Date
Office of the Fire Marshal			06/01/2019		

1.0 **Purpose**

To establish a procedure governing the uniformity of lock box installations. The purpose of these lock boxes is to enable responding emergency personnel to enter and re-secure the premises during an after-hours emergency 911 call. It also allows for the accessible storage of specific keys during day-time hour emergencies (ex. elevator entrapment).

2.0 **Organization(s) Affected**

Raleigh Fire Department (Office of the Fire Marshal) and Raleigh Development Services

3.0 **References**

North Carolina Fire Prevention Code
North Carolina General Statutes 160A-292, 160A-76

4.0 **Requirements**

4.1 The requirements of a Lock box shall be as follows:

1. Only approved lock boxes shall be used. Order from www.knoxbox.com
2. Minimum size allowed shall be the 3200 series with a hinged lid.
3. Lock boxes shall be mounted to the wall within 5 feet of the door adjacent to the FACP or remote annunciator, five (5) feet above finished floor measured to the centerline.
4. The red lock box sticker shall be placed in the top left corner of the door that keys are provided to open.
5. Boxes shall be mounted on all buildings that have a fire alarm, sprinkler system, elevator or special locking arrangement (gates, security bars, etc.)
6. Size of the lock box shall be the minimum size necessary to secure all the keys for the building.
7. Controlled access communities shall have a lock box located at the entrance gate to provide access to the community.

4.2 Items that shall be included in the Lock box, if but not limited to:

1. Master entry key for building or business
2. Fire alarm control panel key
3. Manual pull station key or fitted allen wrench
4. Key for electrical room
5. Key for elevator room
6. Elevator Phase II in-car operation key
7. Key for mechanical room
8. Key for roof access hatch
9. Gate key
10. Any other key(s) that may be helpful in fire department operations

4.3 Separate (Wake EMS) Knox boxes should be considered for nursing homes, apartments, retirement communities and other facilities which have controlled access areas that would delay emergency medical response.

5.0 **Goal:**

To provide a consistent location and assortment of keys to allow the fire department to gain access and expedite emergency personnel operations without using forcible entry and secure the building when the emergency call is complete.