

# **City of Plano**



## **Fire - Rescue**

### Property Access Gates and Knox Box Guidelines

January 2015

Plan Submittal Guidelines are provided based on the 2012 International Fire Code, Policies, and Local Amendments. For additional information see our web site at [www.planofire.org](http://www.planofire.org)

## **PROPERTY MANAGEMENT KEY ACCESS REQUIREMENTS:**

**Purpose:** The intent of this procedure is to define the Plano Fire Department's Key Access Program and to provide guidelines for its use and maintenance. The Key Access Program is designed to give authorized Department personnel access to keys for the protected occupancy whether vacant or occupied. This allows Department personnel to quickly gain access to the building during an emergency and prevents the damage caused by forcible entry.

**Policy:** The Department requires a key access system for all occupancies in which there is a monitored fire protection system such as: sprinklers, fire alarm systems, special protection systems, etc., or where access is determined to be unduly difficult by the Fire Chief, whether required by the fire code or not. This policy is based on the rationale that rapid and efficient emergency operations will benefit the occupant by reducing property damage.

Knox is the only approved key access system for the City of Plano. The Knox Access System in Plano includes Knox Key Boxes, Knox Padlocks, and Knox Key Switches. In this procedure the term Knox Box may refer to any of the three types of Knox products listed above.

**Building Contractor Guidelines for Key boxes:** The following procedures shall be used when ordering Knox access devices for facilities within the City of Plano that have monitored fire protection systems.

Upon request, the Fire Inspector will give the contractor an authorized order form, information about website, or a letter stating how to order Knox boxes.

Plano Fire Rescue has approved the ability to order Knox Boxes thru the Knox Company's Web Site. The Knox form with signatures is not required.

You can order the Knox boxes through the Knox Company by going to <http://www.knoxbox.com> or by calling 800-552-5669 or request a Knox Order form through the Plano Fire Marshal's Office. The web site shows approved boxes only when the City of Plano is selected.

Note: Knox boxes with dual keys or switches will not be accepted.

The City of Plano required Knox boxes include the 3200 Series and the 4400 Series. The 3200 Series is required on small facilities (less than six keys). The 4400 series is required for facilities requiring 6 or more keys, magnetic cards or strip centers requiring several additional keys.

A Knox box shall be provided at the entrance to each sprinkler riser room and pump room. An additional Knox box shall be provided at the main entrance of large facilities typically where the remote annunciator or fire alarm control panel is located.

Once the Knox boxes are received, the contractor will discuss box placement with the Fire Inspector.

**Example Key Box Inventory:** The inventory of each Knox Box will vary depending on the requirements of the premises.

**A. High Rise Buildings (5 or more floors)**

1. Three (3) Master keys
2. One (1) Fire control room key
3. One (1) Fire pump room key
4. One (1) Secondary box key

**B. Other Buildings**

1. Three (3) Master keys
2. One (1) Fire pump or riser room key
3. One (1) Secondary box key (if required)
4. Additional keys as required by the Fire Marshal based on building need

**C. Secondary Key Box**

1. A secondary key box is required for all high-rise buildings and is optional on other buildings depending on the number of keys required. The secondary key box is not required to be a Knox product and in most cases will be the type of key box available at any hardware store. It shall be marked *For Fire Department Use* and located in the fire control room or by the fire alarm panel. The following keys may be contained in the secondary key box:

- a. Fire alarm panel
- b. Fire pump room
- c. Fire communication panel
- d. One (1) Pull box key
- e. Emergency generator room
- f. One (1) Phase I Elevator key
- g. One (1) Phase II Elevator key for each elevator
- h. Transfer key for elevator car selection
- i. Emergency power

- j. One (1) Elevator Emergency door key
- k. Additional keys as required by the Fire Marshal based on building need such as emergency roof access hatch, etc.

### **GATES ACROSS FIRE DEPARTMENT ACCESS ROADS**

Building Inspections will issue permits for the fence and gates. Gates across fire department access roads must meet the following requirements.

Opticom compatible receivers are the only approved automated entry system for gated residential access gates.

Gated Residential Occupancies: Security gates that obstruct Fire Department access roads shall be designed to:

1. Open electronically using Opticom transmitters.
2. Override all other opening systems.
3. The gate control shall be operable by an approved Knox key switch located on the entrance side of the gate.
4. In the event of a power failure, the gate shall automatically be transferred to a fail-safe mode allowing the gate to be pushed open without the use of special knowledge or equipment.
5. The key switch shall be labeled with a permanent red sign with not less than 1/2" contrasting letters reading "FIRE DEPT" or a "Knox" decal.
6. Upon activation of the key switch, the gate shall remain open until returned to normal operation by means of the key switch.

All Occupancies Other Than Residential: Security gates that obstruct Fire Department access roads shall be designed to:

#### I. Electrically Operated Gates

1. The gate control shall be operable by an approved Knox key switch located on the entrance side of the gate.
2. In the event of a power failure, the gate shall automatically be transferred to a fail-safe mode allowing the gate to be pushed open without the use of special knowledge or equipment.
3. The key switch shall be labeled with a permanent red sign with not less than 1/2" contrasting letters reading "FIRE DEPT" or a "Knox" decal.
4. Upon activation of the key switch, the gate shall remain open until returned to normal operation by means of the key switch.

#### II. Manually Operated Gates and Barriers

1. Gates and barriers across fire apparatus access roads shall include a City of Plano approved Knox padlock system.

Contractors can order the Knox boxes and Knox key switches through the Knox-Box Company by going to <http://www.knoxbox.com> or by calling 800-552-5669 or request a Knox Order form through the Plano Fire Marshals Office.

**Summary:** It is imperative to follow these guidelines to insure timely installation prior to requesting a building final inspection.