

CRR POLICY 1322: KEY BOX LOCATION

Created: July 6, 2017 Revised: August 27, 2020 Effective Date: Immediate
Community Risk Reduction Division – 928-204-8926



This policy is promulgated in accordance with Section 104.1 of the 2012 International Fire Code and is an official interpretation of Section 506.1 of the 2012 International Fire Code.

The following shall apply to the location for installation of lock boxes:

Section 506.1 of the 2012 International Fire Code: “Where access to or within a structure or an area is restricted because of secured openings or where immediate access is necessary for life-saving or fire-fighting purposes, the fire code official is authorized to require a key box to be installed in an approved 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 fire code official.” It is the opinion of the Fire Marshal that a lock box shall be installed on every building containing a required fire and/or life safety system and any other building as required, and that the location of the lock box on all buildings should be consistent throughout the Sedona Fire District. The following is the Sedona Fire District Community Risk Management Division’s policy on where a lock box is to be installed:

- 1) The lock box shall be installed immediately to the left of the main entrance to the building, 6 feet above finished grade.
- 2) Where construction or other features prohibit the lock box from being installed as required above, the lock box location shall be approved by the Fire Marshal.
- 3) Where a travel distance of greater than 300’ (as measured by the Fire Marshal) exists between the lock box located at the main entrance and the entrance to the fire sprinkler riser room and/or the room containing the Fire Alarm Control Panel (FACP), an additional lock box shall be installed at the entrance to such room in accordance with #1 above.

Any comments or questions regarding the above information may be submitted to:

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