



General Requirements

The Minnesota State Fire Code requires a fire department lock box where access to or within a structure or an area is restricted because of secure openings or immediate access is necessary for life-saving or firefighting purposes.

- Shall be of an approved type and shall contain keys to gain access as required by the code official.
- Shall be installed on all new buildings. **Exception:** *Residential one and two-family dwellings.*
- Where an addition, renovation or remodeling of an existing commercial building has occurred.
- When buildings are large or multiple tenants occupy a building, additional key boxes shall be installed when required by the fire code official.
- The lock box shall be in place with keys prior to a certificate of occupancy being issued.

Location (see graphic on the next page)

- The lock box shall be mounted immediately adjacent to the front door, at five (5) feet above grade unless otherwise specified. If the building contains its own “sprinkler room” with a door directly to the exterior of the building, a lock box may be placed on the exterior door of this room. ***Obtain approval from the fire code official on the exact location.***
- More than one location may be required due to the size of the building, number of keys or special hazard.

Keys Required

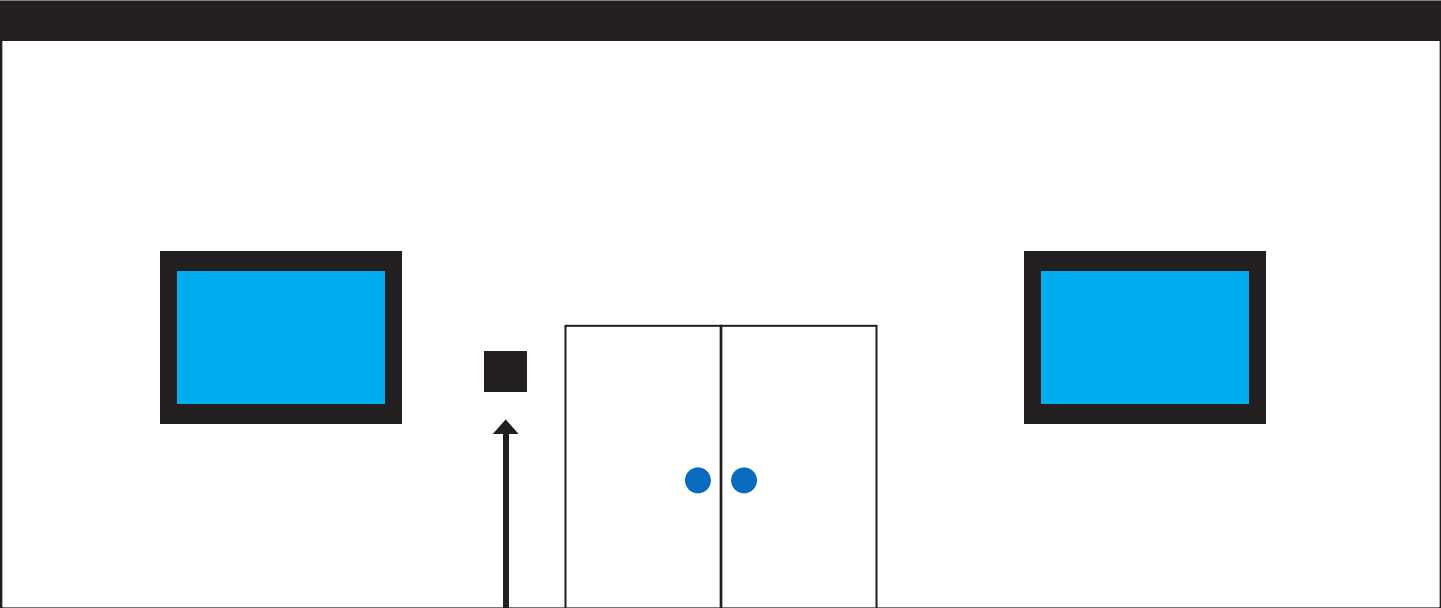
- Master exterior entrance or grand master key. The grand master key should not allow entrance into individual apartments.
- Master interior includes mechanical room, boiler room, and electrical room.
- Fire alarm panel/annunciator panels and manual pull stations.
- Elevator access and control. Elevator equipment room and firefighter elevator control key.
- Sprinkler riser room
- Each key shall be placed separately on a single key ring stating its use. Tags provided by the Fire Prevention Department.

Approved Key Lock Box Type

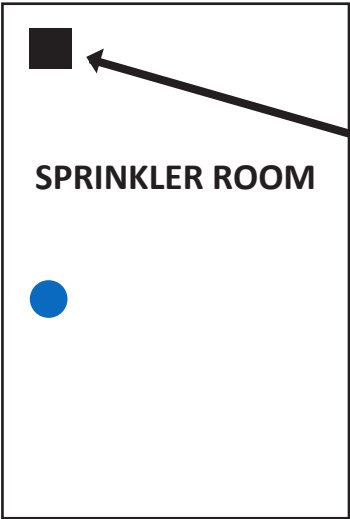
- The approved key box is the KNOX key box with the Ramsey key set.
- It is recommended that boxes be installed with the through-the-wall mounting kit.

Availability

Key boxes are available online at www.knoxbox.com. Simply, search Ramsey Fire at KnoxBox’s homepage to view more information.



The lockbox was placed 5 feet from the grade, on either side of the door(s). Install according to the manufacturer’s instructions.



It can be installed on the door per the manufacturer’s installation instructions