



# CHINO VALLEY FIRE DISTRICT FIRE PROTECTION STANDARD

## KEYED ENTRY SYSTEMS

STANDARD # 117

REVISED 04/02/2020

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### 1. ADMINISTRATIVE

- 1.1. **AUTHORITY:** This standard is enforceable under authority of Chapter 5 of the current adopted edition of the California Fire Code.
- 1.2. **SCOPE:** This standard provides specific requirements of a rapid entry system. This standard applies to new installation or replacements.
- 1.3. **PURPOSE:** The purpose of this standard is to establish a policy for standardization for rapid entry, to allow access during an emergency situation to or within a structure or area.
- 1.4. **PLANS SUBMITTAL:** New locations shall be reflected on New Construction or Tenant Improvement plans. Plans shall clearly indicate the following:
  - 1.4.1. A site plan, encompassing the entire site, including fire lanes, access roads and point of compass
  - 1.4.2. An elevation plan, indicating the location of the key box in regards to the main door or other pertinent areas of the building (Fire pump room, electrical room, fire alarm control panel, etc.)

### 2. GENERAL

- 2.1. All rapid entry systems shall be approved and installed to the requirements of the current Chino Valley Fire District (CVFD) Standard.
- 2.2. No deviations from the requirements outlined in this standard will be made without prior approval from the Fire District. In the event a deviation is desired, said deviation shall be submitted through a letter request.

### 3. SYSTEMS REQUIREMENTS

- 3.1. Only recessed style key boxes shall be used on all newly constructed buildings and on buildings undergoing major reconstruction of wood and metal framed construction. Surface mounted boxes are allowed when they are to be used on existing concrete tilt-up buildings.
- 3.2. Determination on the amount and size will vary depending on the size of the building and the tenant spaces the building will contain.
- 3.3. Rapid entry boxes or padlocks shall be provided under any of the following circumstances:
  - 3.3.1. All new buildings.
  - 3.3.2. Any existing building in which major construction is occurring.
  - 3.3.3. Any new or existing building or portion thereof classified as an H occupancy.

- 3.3.4. Any existing building determined by Fire District personnel where access is unduly difficulty.
  - 3.3.5. Any new or existing gate determined to block Fire Department access.
- 3.4. When a rapid entry key box is required, it shall comply with the following:
- 3.4.1. Shall be located so that it is visible from the main building entrance or visible from the walkway leading to the main building entrance.
  - 3.4.2. Shall be mounted at 6' (six feet) above finished grade.
  - 3.4.3. Shall be substantially mounted or secured in an approved manner to prevent removal by accident or malicious intent.
  - 3.4.4. No obstructions shall be placed between the key box and the entrance door.
  - 3.4.5. All buildings new or existing that are monitored by a fire alarm system shall also monitor a 'normally closed tamper switch'. This shall be on a separate, dedicated supervisory zone. If no alarm system is installed or required, the building owner or tenant, at their discretion, may connect the key box to their security system. The Fire District shall be notified of the connection to the security system.
  - 3.4.6. All buildings provided with an approved rapid entry key box shall have an approved identification sticker located on the upper corner of the door closest to the box.

#### **4. MAINTENANCE**

- 4.1. Whenever locks are changed out and a new key(s) shall be placed inside the rapid entry key box, an appointment can be scheduled with the Fire District to assist in changing out the key(s). It is the building owner's responsibility to provide the Fire District with the appropriate keys to gain access into a structure or area.
- 4.2. At the time of an annual or multi-year maintenance inspection by the Fire District, personnel shall test the keys in the rapid entry key box.

#### **5. INSPECTION REQUIREMENTS**

- 5.1. The rapid entry key box shall be inspected at the time of fire final for all new buildings and tenant improvements or at the time of the fire alarm functional test.

#### **6. ORDERING**

- 6.1. Rapid entry key boxes or padlocks are ordered electronically. Visit [www.chinovalleyfire.org](http://www.chinovalleyfire.org) to access the Fire District's approved devices. Go to Departments: Click on Community Risk Reduction/Click on Permits and Plan Review/Scroll down to Applications & Reference Information/Click on Knox Box Application.