



CENTRAL COUNTY FIRE DEPARTMENT

Serving the Cities of Burlingame and Millbrae and the Town of Hillsborough

KEY BOX ORDER AND INSTALLATION INSTRUCTIONS

Pursuant to California Fire Code § 506.1, a key box or gate key switch is required at your property for Fire Department access in the event of an emergency. This will provide responding fire personnel access into your building by using the building's keys and/or access codes that are stored within the secure key box.

Order instructions (2 options):

1. Obtain an order form from Central County Fire Department at 1399 Rollins Road and fax or mail your order directly to Knox Company,

OR:

2. Order online at www.knoxbox.com
 - a. Click on the "Products/Place Order" link.
 - b. Enter in zip code 94010 or 94030.
 - c. Click "Central County Fire Dept" from the list of departments.
 - d. Products will appear on the screen for you to purchase.

***Purchase 1650 Residential or 3200 series if ordering key box for a building. Purchase key switch if ordering a switch for an electric gate.

Installation guidelines:

1. The key box comes in two pieces, a base and a cover. You will be able to install the base; however you will not be able to attach the cover. Fire personnel must attach the cover after placing the appropriate keys in the box. Only fire personnel will have access into the locked key box.
2. Keys to be placed in the box shall include main entry keys, fire sprinkler and fire alarm system closet/room keys, security gates and other pertinent keys for fire personnel. Additional information such as keypad access codes for entry and garage doors will also be required.

(other side)

3. Install the base of the key box on the exterior wall of the building, on the latch side of the front entry door or within 5 feet of the door. If the latch side is comprised of glass or other materials that will not allow for the installation of the box, you may install it on the other side of the entry door. **Install the base between 5-6 feet above the ground.**
4. If installing a gate key switch, ensure a licensed electrician properly installs the switch in a visible location on or near the gate.
5. Once the base or gate switch is installed, call the Fire Administration office to arrange for the cover and key(s) to be placed in the box or test the gate switch. (650) 558-7600.