



# City of Phoenix

FIRE DEPARTMENT  
FIRE PREVENTION DIVISION

## Explanatory Policy – Key Box Requirements

<b>SUBJECT:</b> Fire Department Access Key Box	<b>EFFECTIVE DATE:</b> August 2021
<b>REFERENCES:</b> The Phoenix Fire Code (2018 Edition) Section 506	<b>REVIEW DATE:</b> July 2024
<b>APPROVED:</b>	
 John Mertens, Fire Marshal	

### Scope:

This policy explains the Fire Code requirements for fire and emergency response access provided through keys located in fire department approved key boxes.

### Policy:

Where building, suite, or facility access is restricted by either an electronic or mechanical locking systems, the fire code official is authorized to require key box(s) to be installed in an approved location with an approved means for fire and emergency response to gain access.

The key box shall contain one of the following means providing access:

- Keys
  - Each key shall be color-coded to identify its function as follows:
    1. Green for access gates.
    2. Yellow for elevators.
    3. Red for the Fire Command Center.
    4. Blue for keys related to water access (e.g., gates to swimming pools).
    5. White for master keys.
- Electronic toggle switch – provided within the key box for use by fire and emergency response

Request through an Appeal to the Fire Marshal to use other devices to gain necessary access.

Where applicable all keys shall be full sets and provide access to all doors. Not fewer than three sets of keys for access shall be provided. Buildings with stairways shall provide an additional three sets per stairway. Buildings with elevators shall provide an additional three sets per fire service designated elevator.