

## Procedure for Ordering

### 1. Ordering the lockbox.

a. Knox product orders for the City of Mesa will be made directly with the Knox Company.

i. An order can be placed:

1. In person at 1601 W. Deer Valley Road, Phoenix, AZ 85027
2. Online at [knoxbox.com/store](http://knoxbox.com/store).
3. Over the phone by calling 1-800-552-5669

2. If the distance of travel from the main entrance to a second entrance exceeds 300', an additional lock device will be required.

3. If you need assistance determining the best location for your product to be installed or to install keys, please call the Mesa Fire Department Prevention office at 480-644-2622.

## Installing a lock

### A. Boxes

#### Box Location:

1. If you need assistance determining the best location for your product to be installed please call the Mesa Fire Department Prevention office at 480-644-2622.
2. The box shall be located on a permanent surface, such as a wall, welded to a gate or a steel post filled with concrete.
3. The height of the box shall be no lower than five (5) feet and no higher than six (6) feet.
4. Whenever possible, lock boxes or padlocks shall be installed on the right side of an entry in proximity to the front entrance to facilitate access by Fire Department personnel.



## Keys

1. Fire Prevention staff will determine which keys need to be put into the lock box for access.  
Example: High-rise building - master door key, elevator key, fire alarm control room key, alarm panel key.
2. A tag will be attached to each key with the name of the area that the key serves.
3. The Fire Prevention Inspector will test the keys in the appropriate locks prior to placing them in the box for use.
4. The keys will be secured into the lock box and locked by the Fire Prevention Inspector.

## Mid-rise and High-rise Requirements

1. Mid-rise shall be defined as any building more than four stories in height, up to 75 feet. High-rise shall be defined as any building 75 feet or more in height. Height shall be measured from the fire lane or driving surface at the site.
2. All new mid and high-rise structures shall be equipped with an approved "Knox" box located on the outside of the building. An additional master key box shall be provided inside the building (see 4e). Each key box shall be located in an approved location that is determined by the Fire Inspector.
3. There shall be a complete set of keys for each story. Two additional sets of keys shall be placed in the exterior key box. Each set of keys will be standardized for all floors.
4. Keys, key rings, and tags shall consist of:
  - a. The key ring shall be metal, split ring, and 1 1/4 inch in width.
  - b. Tags shall be 1 1/4 inch in width of metal that can be engraved.
  - c. The colors, shapes, and keys shall be:
    - A round gold tag with the grand master key.
    - A round silver tag with the interior master key.
    - A round red tag with the electrical room key.

- A house-shaped red tag with the fire alarm panel key.
- An octagon red tag with the mechanical room key
- A round blue tag with the fire sprinkler room key.
- A round green tag with the elevator key.
- A quadrangle-shaped purple tag with the interior box key.

d. For each set, there shall be a small (7/8 inch) purple tag. This tag will be engraved with the set number and the total number of sets. Example: 1 of 14, 2 of 14, etcetera.

e. The interior key box shall be the style "Key Master WKC-T4" with key hooks.

f. The Mesa Fire Department will put a laminated pre-plan of the building inside the interior key box.

5. The building owner shall be responsible for purchasing and providing the exterior and interior key boxes, keys, key tags, and key rings and installing each box in approved locations.

6. The Fire Marshal or their designee will assign a Fire Inspector to work with the building owner to complete these tasks.

**B. Gates**

1. A minimum of 20' in width is required by the Mesa Fire Code for fire lane access. This width allows two vehicles to pass onto/out of the property at the same time.

Options:

- a. A single gate opening, one or two-leaf style to provide 20' unobstructed width. The 20' width shall be upon the approved street surface and shall not include a roll curb, etc. See City of Mesa Detail M-19.1
- b. In areas where a guardhouse, median, card reader, or other security access device exists, a split entrance may be allowed. Each lane shall have a minimum of 16' clear unobstructed width. See City of Mesa Detail M-42.1 and M42.2 (note: the split entrance shall not be separated by any distance other than the guard shack or access device median.)

2. Obstructions - no spikes or other roadway hindrance will be allowed.

3. Driveway entrances and turning radii shall comply with established City of Mesa details for fire apparatus access.

C. Securing Areas with Chain, Cable, and Padlocks

1. Fire lanes - Padlocks shall be installed per detail.
2. If a chain or cable is used to secure a gate, the chain/cable should only be long enough to allow the business owner's lock and the Knox lock to be interlocked. The chain/cable shall be permanently welded to the fence/gate to prevent loss or theft of the locks.

D. Electric Gates - at locations where electric controls are installed for gates to open and close, the following requirements shall be met:

1. An approved optical sensing device shall be installed to initiate the opening of electric gates for Mesa Fire Department optic emitters. When two gates are present, both must open upon receipt of a single signal.
2. Electric gates shall achieve the "fully open" position in no more than 15 seconds and shall remain open for no less than 15 minutes upon activation. All gates shall be pressure-activated or magnetic loop for exiting. All installations shall provide a "free exit" feature that requires no action by the vehicle operator to exit other than approaching the gate.
3. An electric switch shall be ordered from the Knox Company and installed by the owner at the card reader or code station device for auxiliary Fire Department use. The switch shall be operated with the same Knox key as the boxes. The gate(s) must open and close under key switch control. If two gates are present, both must open using the key switch.
4. No cards, keys, codes, or other means of accessing the gates shall be carried by fire crews other than the authorized Knox master key.
5. Options for loss of electric power.
  - a. The gate controller releases the gate(s) automatically upon loss of power. If battery backup is installed, the gate(s) will open and remain open upon loss of power (exception: if the gate(s) is linked to an emergency generator on site as a second source of power).
  - b. A pedestrian gate is provided next to the electric gate. The key to the gate is placed in the key box along with a key to open the controller to release the chain or arm of the driveway gate. No special tools shall be required to release the controller.
  - c. The gate controller or hydraulic ram is on the exterior side of the gate and can be released by using a key provided in a Knox box at the entrance.
6. A "restricted access agreement" form shall be completed and filed with the building permit application (refer to page 6).



MESA FIRE & MEDICAL DEPARTMENT

RESTRICTED ACCESS AGREEMENT

Installation address: \_\_\_\_\_

Subdivision/business name: \_\_\_\_\_

Gate location(s): \_\_\_\_\_

Describe types and operation of gate(s): \_\_\_\_\_

All operation equipment associated with the installation referenced within this agreement shall be maintained by a qualified person(s) on a semi-annual basis. Failure to maintain the operation reliability of any and all equipment specified within this agreement shall result in the removal or locking open of said restrictions until such time as acceptable maintenance procedures have been demonstrated.

I, \_\_\_\_\_, being the authorized representative of \_\_\_\_\_  
(Print Name) (Project, business, or association)

understand in full, the conditions set forth in this agreement, and the responsibilities outlined herein.

\_\_\_\_\_  
(Signature) (Title) (Date)

A new agreement shall be signed immediately upon transfer of ownership.

Notary: \_\_\_\_\_ Date: \_\_\_\_\_

