

# Key Boxes for Building Access

**Department of Regulatory Services**  
**Fire Inspection Policy #5-1**  
**Revised Jan. 26, 2015**

The Minnesota State Fire Code authorizes fire departments to require key boxes on buildings to allow for immediate emergency access to a building without causing major damage.

Fire Inspections Services (FIS) Acceptable Compliance:

1. When required: Key boxes are required to be installed on the following buildings.
  - a. Any building that has a fire sprinkler of an NFPA 72 compliant fire alarm system.
  - b. Any building or facility where the fire department or FIS determines that a key box is necessary
2. Acceptable manufacturers: the key box shall be either DAMA or Knox and is to be keyed for Minneapolis Fire Department. The building owner orders, pays for, receives and mounts the box. **Note:** Existing ECS elevator fire control key boxes may continue to be used provided that the box is operational.

**\*\*\*Key box order forms will be supplied to the owner when orders are written by staff to install or replace a key box.\*\*\***

3. Mounting: The owner shall mount the box on the address side of the exterior of the building near the main entrance. The bottom of the box is to be no more than six (6) feet above grade.
4. Keys: The following keys are to be provided in the key box. Any key that is necessary to gain entry to the building or facility and access to rooms that contain sprinkler or standpipe valves, smoke control or fire alarm controls; Mechanical equipment, electrical equipment and elevator equipment rooms.
  - a. Each key is to be labeled to indicate its function.
  - b. A small floor plan showing locations of important rooms and equipment is to be placed in the key box.
5. Locking the box: The box is shipped with the door locked in the open position. Only MFD and FIS staff has keys to these boxes. When the building keys have been assembled and labeled and the plan completed, call 311 to arrange for locking the box.

*For reasonable accommodations or alternative formats please contact 311 at 612-673-3000. People who are deaf or hard of hearing can use a relay service to call 311 at 612-673-3000. Para asistencia, llame al 311. Rau kev pab 311. Hadii aad Caawimaad u baahantahay 311.*