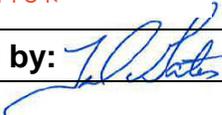




Version 1.0 | Approved by:  **Tod Gates, Lynnwood Fire Marshal | Effective Date:** 09/15/2015

Key Lock Boxes are required when access to the Fire Alarm Control Panel is only accessible by a lock and key (IE: access to a locked sprinkler riser room or an outside enclosure). Having a designated key in the lock box allows emergency responders to have access to a building or fire/life-safety system outside of normal business hours without the excessive use of forced entry in the event of an emergency.

PROCESS

Approved key lock boxes are available for purchase from the City of Lynnwood Fire Marshal's Office.

Label keys accordingly with the correct information indicating where the keys belong to (IE: Sprinkler Room, Fire Alarm Control Room, and Electrical Room).

Call the Fire Marshal's Office (425-670-5350) and schedule a time that you will be available to lock the key(s) in the lock box with a Fire Department representative.

REQUIREMENTS

Key Box must be approved by the City of Lynnwood Fire Marshal.

Keys must fit inside of Lock Box.

Keys must be labeled with tags indicating which room or cabinet each key will unlock.

Lock Box must be installed within 2 weeks prior to final installation of a Fire Alarm or Sprinkler System.

If the location of the fire alarm is in the interior of a building, key box must be installed on the exterior of the building within 3 feet of the main entrance. Keys for the entrance into the building must be available in the Lock Box along with keys to the FACP location.

For additional questions regarding Lynnwood Fire Marshal requirements for Key Lock Boxes, please contact the Lynnwood Fire Marshal: (425) 670-5317 or tgates@ci.lynnwood.wa.us.

What is a key box?

Our standard key box is a heavy, cast-metal box, approximately 4" high X 4" wide X 2" deep that is designed to be bolted or lag-screwed to a building. It is manufactured by Supra Products, Inc., a division of General Electric. Other sizes and styles of key boxes are available on special order, such as a unit designed to be built into a masonry wall.

What does it do?

It holds the keys to any access gates, fire alarm rooms, sprinkler rooms, or any other rooms where the Fire Department might need emergency access. The keys, which unlock the key boxes themselves, are serial-numbered and issued to Fire Department personnel.

Why do I need a key box?

If you have a building or business within the City of Lynnwood that the Fire Department might have difficulty accessing, or if you have fire sprinkler valves or a fire alarm panel inside the building, the Fire Marshal may require that you install a key box. Also, some people install key boxes voluntarily, because they want to ensure that the Fire Department can easily access their building in the event of a fire or other emergency.

What is the cost?

The cost of the standard key box is less than \$110.00. The City of Lynnwood does not make any profit on the sale of these key boxes.

Who do I ask if I have more questions?

Please contact the Lynnwood Fire Marshal at (425) 670-5317.