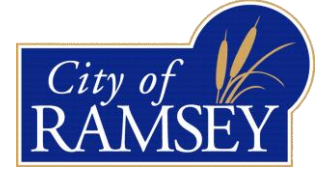




**City of Ramsey**  
Fire Prevention Bureau  
7550 Sunwood Drive  
Ramsey, MN 55303  
Business (763) 427-4452



## **FIRE DEPARTMENT LOCK BOX REQUIREMENTS**

### **General Requirements:**

The Minnesota State Fire Code requires a fire department lock box where access to or within a structure or an area is restricted because of secure openings or where immediate access is necessary for life saving or firefighting purposes.

- Shall be of an approved type and shall contain keys to gain access as required by the code official.
- Shall be installed on all new buildings. **Exception:** Residential one and two family dwellings.
- Where an addition, renovation or remodeling of an existing commercial building has taken place.
- When buildings are large or when multiple tenants occupy a building, additional key boxes shall be installed when required by the fire code official.
- The lock box shall be in place with keys prior to a certificate of occupancy being issued.

### **Location (see attached):**

- The lock box shall be mounted immediately adjacent to the front door, at five (5) feet above grade unless otherwise specified. If the building contains its own “sprinkler room” with a door directly to the exterior of the building, a lock box may be placed on the exterior door of this room. Obtain approval from the fire code official on exact location.
- More than one location may be required due to the size of the building, number of keys or special hazard.

### **Keys Required:**

- Master exterior entrance or grand master key.
- Master interior including mechanical room, boiler room and electrical room.
- Fire alarm panel/annunciator panels and manual pull stations.
- Elevator access and control. Elevator equipment room and firefighter elevator control key.
- Sprinkler riser room
- Each key shall be placed separately on a single key ring stating its use. Tags provided by the Fire Prevention Department.

## Key Lock Boxes

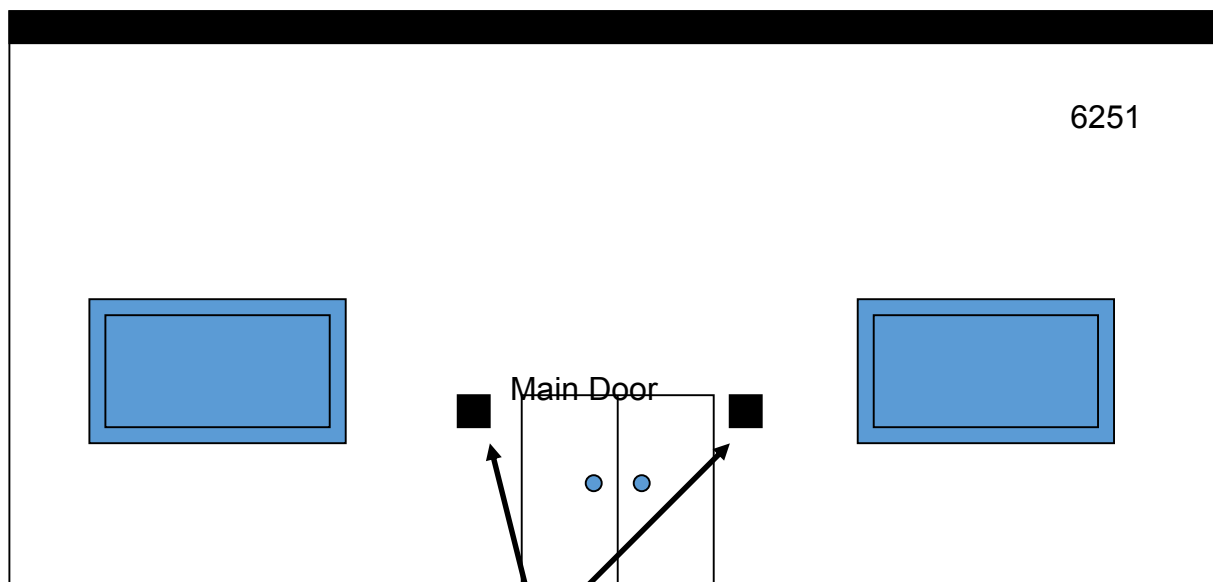
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### Approved Key Lock Box Type:

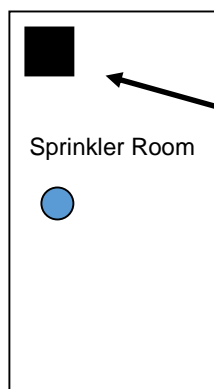
- Approved key box is the KNOX key box with the Ramsey key set.
- It is recommended that boxes be installed with the through the wall mounting kit.

### Availability:

Key boxes are available online at [www.knoxbox.com](http://www.knoxbox.com). Simply, search Ramsey Fire at KnoxBox's homepage to view more information.



Lock box placed 5 feet from grade. Install according to manufacturers instructions.



Can be installed on door per manufacture installation instructions.