



CITY OF NEWPORT BEACH

Fire Department

Fire Prevention Division

GUIDELINES AND STANDARDS

GUIDELINE C.03 – Limited Access Device Requirements And Procedure For Ordering and Installation

C.03.1 PURPOSE

The purpose of this guideline and standard is to provide information about limited access devices and how to order them.

C.03.2 SCOPE

This guideline and standard shall apply to all buildings or sites within the City of Newport Beach where it has been determined that a limited access device is needed to improve accessibility for emergency responders.

C.03.3 OVERVIEW

The limited access program provides the Newport Beach Fire Department with a quick and effective means to access a secured building or site. It also minimizes potential costly repairs caused by forcible entry and allows buildings or sites to be re-secured quickly and easily.

C.03.4 DEFINITIONS

LIMITED ACCESS DEVICE: UL listed commercially manufactured boxes, vaults, cabinets, and padlocks that utilize special limited access key, which are registered with, and provided to the Department by the manufacturer of the device

LIMITED ACCESS MASTER KEY: Keys provided to the Department by the manufacturer of the device used to open or activate limited access devices and systems for the purposes of gaining entry to equipment, appliances, buildings, or property complexes.

LIMITED ACCESS DEVICE SUB-MASTER KEY: A key carried by the Newport Beach Police Department and some fire/lifeguard personnel which enables keyed access to limited access products such as key switches for electric gates, padlocks, and some residential type limited access key boxes. A limited access “master” key will open any limited access product and a limited access “sub-master” key will only open a limited access sub-mastered product.

LIMITED ACCESS SYSTEM: UL listed limited access device normally requiring the installation of a key switch which is operated by a special security key registered with and provided to the Department by the manufacturer of the device.

KEY TAG: A tag attached to a key in a limited access box to identify its function.

C.03.5 BACKGROUND

The California Fire Code (Section 506) requires an approved key box where access to or within a building is restricted because of secured openings or where immediate access is necessary for lifesaving or fire-fighting purposes. The Fire Code Official is authorized to require a key box to be installed in an approved location. The key box shall be of an approved type and shall contain keys to gain necessary access as required by the fire code official.

C.03.6 TYPES OF DEVICES AND SYSTEMS

1. Boxes and vaults may be used for enclosure of controls, switches, or keys.
2. Key operated switches for doors or power-operated security gates.
3. UL listed padlocks operated by a special security key.

C.03.7 HOW TO ORDER

Once the need for a limited access key box or other limited access product has been established, the customer will be given this guideline. Limited access products can be ordered online directly from <https://www.knoxbox.com/> or the customer can be provided with a limited access product order form available from the Fire Prevention Division.

The customer should review the limited access product information and make a selection. If the customer needs assistance in selecting the appropriate product, they may contact the limited access device company sales representative or a member of the Fire Prevention Division. Once the order has been placed, the limited access device company will ship the order directly to the address specified on the order form.

Limited access key boxes are shipped with the door unlocked and in the open position. Limited access products can be ordered "Master" or "Sub-master" keyed; the customer must specify which type when ordering. *A master keyed device can only be opened by Fire Department personnel, a sub-master keyed device can be opened by Fire or Police Department personnel.*

C.03.8 INSTALLATION AND LOCATION

It is the customer's responsibility to ensure that limited access device products are installed securely in an approved location and manner. Limited access devices may need to be anchored to the building with bolts, recessed into plaster or stucco, or welded to metal fences, posts, or gates. Some residential type limited access devices can be securely hung on top of the front door without the use of fasteners.

One red "Fire and Rescue Entry" reflective alert decal is provided with each limited access key box. The decal is to be mounted on the door or doorframe adjacent to the limited access box, or on the limited access box itself, if visible from the street. This reflective decal alerts emergency personnel to the presence of a limited access device.

Limited access key boxes are most frequently installed near the main entrance to the building at a height not to exceed seven feet (7') above finished grade, preferably five feet (5'). This height has proven to be ideal since it enables fire crews to access the limited access box quickly without delay of setting up a ladder. Also, seven feet is high enough to discourage curious persons. Other locations may be considered on a case-by-case basis.

Limited access key switches should be installed by an electrician familiar with these types of devices. The preferred location for mounting a key switch is at the gate keypad pedestal or adjacent to the gate or door.

C.03.9 KEYS IN LIMITED ACCESS BOXES

Every key in a limited access box shall be identified with a sturdy tag. Each set of keys shall be grouped together on a key ring. Some keys typically placed in limited access boxes include: Main Entrance, Grand Master, Elevator Control, Mechanical/Electrical Room, Roof Access, and Fire Alarm Panel. The keys should be selected bearing in mind the access needs of the first responders. With the approval of the Fire Department, key cards, key fobs, access codes, instructions, or contact information may also be included in the limited access box.

C.030.10 LIMITED ACCESS BOX LOCKUP

After the box has been installed, the customer must contact the Fire Prevention Division at (949) 644-3106 to request lock-up since only the fire department has the key. All keys should be tagged and ready for placement in the limited access box upon fire department personnel arrival.

Note: The customer should notify the Newport Beach Fire Department whenever a building has been re-keyed so that obsolete keys in the limited access box can be replaced.

C.03.11 TESTING OF KEY SWITCH

After a key switch has been installed, the customer shall contact the Fire Prevention Division at (949) 644-3106 to test the switch and ensure that it works properly. The customer does not need to be present for this test. If the key switch fails to operate properly, the customer will be contacted to have the necessary repairs made.

C.03.12 NUMBER OF KEY SETS REQUIRED

For larger buildings, more than one set of keys is required. These extra sets are needed for the additional fire companies subsequently arriving at the same address. The number of keys required may also dictate the size of the limited access box when ordering.

The following is a guideline to help determine the required number of key sets:

Residential Home:	1 set
1-2 story building:	1 set
3-4 story building:	2 sets
5-8 story building:	3 sets
9 stories and above:	4 sets