



## **Chaska Fire Department:**

### **Lock Box Policy**

A key box is an armored, tamper-proof box in which entry keys are placed for the Chaska Public Safety to use in an emergency. Having a key box installed on your property helps minimize damage when gaining access to your property in an emergency. The master key required to open the lock box is unique to the City of Chaska. Only Chaska Public Safety Officers are allowed to possess keys to these boxes. Key boxes are for emergency use only. The vendor DAMA Lock Box can supply you with the correct lock box. When you talk to the vendor, you need to specify that your business is in Chaska, Minnesota, and the type of box you want. Specify an S-3 for a surface mount or an R-3 for a recessed mount.

#### **When Do I Need to Have a Lock Box:**

- All occupancies regardless of size or exit configuration when equipped with an automatic sprinkler system or monitored fire alarm system.
- All Group R-1 and R-2 occupancies (apartment, motels)
- All Group A or B occupancies two (2) or more stories in height or more than 12,000 sq. ft. of floor area.
- All Group E, H, I or S occupancies.
- Occupancies containing elevators.

#### **Keys Required to Place in a Lock Box:**

- Main entry key.
- Fire alarm panel (access and control)
- Automatic sprinkler system (access and control)
- Mechanical rooms
- Other areas that contain hazardous materials, occupancies, processes, or equipment as designated by the Chaska Fire Department.



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## **Chaska Fire Department Bureau of Fire Prevention**

### **Installation:**

Installation instructions are included with each key box. For proper mounting installation, you must follow the manufacturer's installation instructions. The installation location of the key box shall be approved by the fire code official.

### **Maintenance:**

If any lock or key is changed, new keys must be made available to the Fire Department within five (5) days of the change.

### **Questions:**

**Contact the Chaska Fire Department Fire Prevention Bureau.**

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