



City of  
Burnaby

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## Keys for Fire Department Use

**THE REQUIREMENT TO PROVIDE KEYS FOR FIRE DEPARTMENT USE COMES FROM BC BUILDING CODE AND BC FIRE CODE.**

### Emergency Operation of Elevators

- 1) Manual emergency recall shall be provided for all elevators serving storeys above the first story.
- 2) Key operated switches for emergency recall required by Sentence (1) shall be provided in an conspicuous location at:
  - a. Each elevator lobby on the recall level, and
  - b. The central alarm and control facility required by Article 3.2.6.7.
- 3) In-car emergency service switches shall be provided in all elevator cars.
- 4) Keys to operate the switches required by sentences (2) and (3) shall be:
  - a. Provided in a suitably identified box conspicuously located on the outside of an elevator hoistway near the central alarm and control facility required by Article 3.2.6.7., and
  - b. Kept at the central alarm and control facility.

### Keys and Special Devices

- 1) Any keys or special devices needed to operate the fire alarm system or provide access to any fire protection systems or equipment shall be readily available to on-duty *supervisory* staff.
- Keys will be determined upon inspection or building final occupancy.

### Lock Boxes

- 46D. (1) The Fire Chief may in his discretion require the installation of a lock box containing access keys to a building or premises for the use if the members in a location acceptable to the Fire Chief on the exterior of such building or premises.
- (2) A lock box may be opened only by a member and the keys placed in the lockbox shall be clearly identified as being for the sole use of the Department.
- (3) Unless otherwise approved by the Fire Chief all lock boxes shall be:
- a. recessed or flush mounted into the building;
  - b. labelled with an “FD” marking or other signage approved by the Fire Chief; and

- c. located at a height of not less than 450 mm (18 in.) and not more than 1.8m (6 ft.) above ground level.

(Bylaw No. 13174)

**Note:** On-duty supervisory staff. The inspector will ask how building management intends to make keys available and have them deal with this question. The box and key(s) belong to the building and that the Fire Department accepts no responsibility for keys or boxes, but will insist meeting the minimum requirement of the Building Code and Fire Code. Building managers should be aware that sec. 2.2.1.1. (1) places responsibility for carrying out provisions of the fire code on the owner or owners authorized agent.