

ANCHORAGE FIRE DEPARTMENT



Austin Quinn-Davidson,
Acting Mayor

Fire Prevention Division
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Jodie Hettrick
Fire Chief

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RE: Elevator Key Box for Emergency Responders

Dear Building Owner or Manager:

This letter is to provide notification of fire code requirements affecting properties equipped with elevators. The Municipality of Anchorage through Assembly action on October 27, 2020 adopted AO 2020-85 which includes the 2018 International Fire Code (IFC) and local amendments. IFC Section 606.7 was amended to include requirements for a key box to be provided near elevators. This key box is dedicated to providing emergency responders immediate access to necessary keys and tools to facilitate effective and efficient response to emergencies involving or requiring the use of elevators. Below is the IFC requirement and the adopted amendment:

IFC Section 606.7

Elevator key location. Keys for the elevator car doors and fire-fighter service keys shall be kept in an approved location for immediate use by the fire department.

AMC 23.45.606.7

Building owners/managers **shall have 2 years** from the date of adoption of this requirement or at the time of elevator modernization per ASME A17.3 to complete the following for all existing buildings with elevators. The keys to be provided in the elevator key Knox Box model #1404 and shall include but are not limited to; the machine room/space or control room/space keys (as is applicable to the elevator(s) in each building), the proper hoist way door unlocking device keys for the particular vintage of elevator or bank of elevators, a fire service key for each phase-I and phase-II switch, a key to the auxiliary power selector switch (if present), stop/run keys (if present), and all other keys located in the elevator car operating panels, such as the fans, lights, floor lockouts and service cabinet. All keys shall be marked for their intended use.

The key box shall be located in the general vicinity of the elevator(s), such as in the elevator lobby (if one exists), or in the hallway leading to the elevator. Larger facilities may require additional boxes depending on separation between elevator groups. Other locations may be permitted based on individual configurations, locations of elevator groups, and access.

The amendment explicitly states the key box to be a Knox Box Model #1404. Alternate elevator key box models from Knox will also be acceptable as they are equivalent to this model. The amendment also provides that the key box has to be installed within 2 years from the date of the adoption which is **October 27, 2022**. Additional installation time may be considered on a case by case basis through agreement with the Fire Marshal.

Please contact Fire Prevention at (907) 267-4901 or Building Safety Elevator Inspection Group at (907) 343-8301 for additional information.

Brian Dean
Fire Marshal
Anchorage Fire Department