

## I. INTRODUCTION

- A. Purpose: To provide a uniform method for this Department to gain access to equipment, appliances, buildings or property complexes. It is not the intent of this regulation to require the owner or occupant to provide a limited access device or limited access system, unless required by Los Angeles County Code, Title 32, Section 902.4. Any limited access device and/or system installed shall conform to this regulation.
- B. Scope: A limited access device and/or system may be installed in any location where security devices block required Department access.
- C. Author: The Deputy Chief of the Prevention Services Bureau, through the Assistant Fire Chief (Fire Marshal) of the Fire Prevention Division is responsible for the origin and maintenance of this regulation.
- D. Definitions:
  - 1. Limited Access Devices are commercially manufactured boxes, vaults, cabinets and padlocks that utilize a special security key, which are registered with, and provided to the Department by the manufacturer of the device.
  - 2. Limited Access System is a 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.

## II. RESPONSIBILITY

- A. Property owners and lessees are responsible for notifying this Department whenever keys, cards or other devices necessary for Department access are changed or omitted.
- B. Battalion Fire Chief – Fire Prevention Division will be the Department limited access system coordinator and shall be responsible for limited access key distribution and maintenance.
- C. Station Captains shall verify and approve the location of all key boxes and limited access devices within their jurisdiction.
- D. All personnel with inspection authority shall review, comply with and enforce this regulation.

### III. POLICY

- A. Department Members shall ensure that all limited access devices are in compliance with this regulation. Copies of this regulation will be provided to the public upon request.

### IV. PROCEDURES

- A. Structural Access: In buildings where Department access is required by law to locked stairwells, elevators, alarm panels, sprinkler control valves, or other equipment and appliances, the owner or occupant shall provide the Department with a method to access such areas or equipment.
- B. Property Access: When access to or within a structure or an area is unduly difficult to access because of secured openings or where immediate access is necessary for life saving or firefighting purposes, the Department is authorized to require a key box to be installed in an accessible location. The key box shall be of an approved type (UL Listed) and shall contain keys to gain necessary access as required by the Department.
  - 1. When power-operated security gates are used to restrict entry to or within a structure an approved key activation switch shall be installed on the gate control box or board.
- C. All proposed locations for Limited Access Devices and/or Systems shall be approved by the Department.
- D. Prior to installation, such a device or system may need to be registered (i.e. GE Security/Supra) with the Fire Prevention Division of this Department by the firm that manufactures the devices and systems. (See Appendix I.)
- E. Types of devices and systems:
  - 1. Boxes and Vaults - may be used for enclosure of controls or switches.
  - 2. Key operated switches for doors or power-operated security gates.
  - 3. UL Listed padlocks operated by special security key.
- F. Installation Procedure: Contact the jurisdictional Los Angeles County Fire Station to have the necessary keys, cards, etc., placed in the limited access device.



# COUNTY OF LOS ANGELES FIRE DEPARTMENT FIRE PREVENTION DIVISION

## APPENDIX I LIMITED ACCESS DEVICES AND SYSTEMS - INFORMATION SHEET

### Types of Devices and Systems:

1. Boxes and vaults for keys or plans. May be used for enclosure of controls or switches.
2. Key operated switches for doors or power-operated security gates.
3. Heavy duty padlocks operated by special security key.  
**Note:** Only U.L. listed devices are acceptable.

### Registered and Authorized for County of Los Angeles Fire Department:

Knox Company  
1601 W. Deer Valley Road  
Phoenix, Arizona 85027  
(800) 552-5669 - Info  
[info@knoxbox.com](mailto:info@knoxbox.com)

GE Security/Supra  
4001 Fairview Industrial Dr. S.E.  
Salem, OR. 97302  
(800) 547-0252  
(800) 545-9608  
[ge-supra.com](http://ge-supra.com)

### Procedure:

1. Contact authorized vendor for product information sheets and application forms. The vendors will mail all information to you. **(The application forms are not available from the County of Los Angeles Fire Department; they must be obtained from the vendors.)**
2. Fill out application form, including installation address, enclose check payable to authorized vendor and mail back to the appropriate vendor
3. GE Security/Supra will then mail the application to the Fire Department for the appropriate approval signature. The application may only be approved by the Fire Prevention Division office. (Not required for Knox Company)
4. The Fire Department will then mail the approved application back to the vendor who will process the order and deliver the device to the customer. Average processing time is 7-10 days. (Not required for Knox Company)
5. The location of the device must be approved by this Department prior to mounting. Requirements of limited access device(s) installation can be obtained from the jurisdictional fire station.
6. Once the device is installed, notify the jurisdictional fire station to have the necessary keys, cards, etc., placed in the device. The Fire Department has the only key to lock/unlock this equipment.

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Fire Station

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Business Telephone