



## **DNVFRS - FIRE DEPARTMENT LOCKBOX AND KEY ACCESS REQUIREMENTS**

### **General**

The District of North Vancouver Fire & Rescue Services (DNVFRS) requires approved Fire Department lockboxes, key cylinders, and firefighter access keys to ensure timely access during emergency operations.

These requirements apply to all buildings except single-family dwellings that are equipped with a fire alarm system and/or an automatic sprinkler system, in accordance with *DNVFRS Bylaw No. 8672 Section 6.2*.

### **Fire Department Lock Boxes (From DNVFRS Fire Bylaw)**

6.2 All premises, not including single family dwellings, with a monitored or unmonitored fire alarm or an automatic fire sprinkler system, must install a Fire Department Lock Box conforming to the Fire Department Lock Box key and:

(a) Maintenance and upgrades of the Fire Department Lock Box is the responsibility of the Owner(s) or Owner's Authorized Agent.

(b) The Owner(s) or Owner's Authorized Agent is responsible for ensuring that the building access, service rooms, and common area keys that are provided in the Fire Department Lock Box, are kept current.

(c) Additional Fire Department Lock Boxes may be required to accommodate additional sets of access keys for high or complex Buildings.

### **Fire Department Key Cylinders**

At a minimum, one (1) 3-inch Fire Department lockbox shall be provided. The lockbox shall contain all required access keys and/or fobs and shall be securely cored into a concrete surface at a location approved by the Fire Department.

Fire Department key cylinders shall:

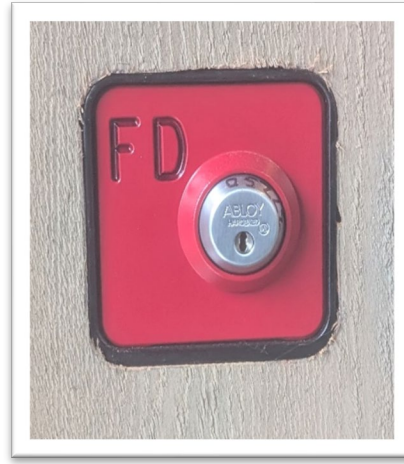
- Be cored into a minimum of 8 inches of rebar-free concrete
- Be installed in accordance with manufacturer's instructions
- Be installed at the correct angle and orientation for drainage
- Be installed 36-40 inches from grade
- Be protected from water ingress by an overhang or rain hood
- Be located within 5 metres of the main building entrance

**Alternative** access solutions (e.g., recessed lock boxes) may be considered subject to DNVFRS approval.

See examples below of DNVFRS acceptable lockbox sample pictures:



*Preferred*



*Alternative Recessed lock boxes*

### **Firefighter Access Keys**

#### **General Requirements**

- Access to private residential dwelling units is *not* required
- Keys and access devices shall be organized for rapid firefighter use
- A *master key system* is preferred to minimize the number of keys

#### **Required Access**

Firefighter access shall include, but is not limited to:

- **Master key** providing access to:
  - Main entrance
  - Common areas
  - Stairwells
  - Service and mechanical rooms
  - Roof access
- Fire alarm control panel key
- Firefighter elevator key
  - Provided on a separate, detachable key ring
  - One complete set required per elevator
- Garage/Parkade access key or fob

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All keys and devices shall be secured to key rings and clearly identified with durable, colour-coded plastic key identifiers.

See Examples below of DNVFRS acceptable key colour codes and key identifiers.



### Number of Key Sets Required

High-Rise Buildings (*6 Storeys and Above*)

- Eight (8) full sets of firefighter access keys required:
  - One (1) set in the Fire Department Lock Box
  - Seven (7) sets secured in a locked cabinet within the Central Alarm and Control Facility (CACF)

Low-Rise Buildings (*Up to 6 Storeys*)

- Must provide two complete sets of firefighter access keys in the FD approved 3inch lockbox. The keys must be configured so they can be separated into two individual sets by a detachable key ring.

### **Additional Requirements**

DNVFRS (AHJ) reserves the right to require additional key sets, cylinders, or access provisions based on building design, occupancy, or operational needs.

### **Occupancy**

Occupancy will *not* be granted until all Fire Department lockbox, key, and fob access requirements have been fully completed and approved by DNVFRS.

### **Approved Vendors**

- Tidey Lock & Key Ltd – <https://www.tideylockandkey.ca/>
- Silverline Security Ltd – <https://silverlinelocksmith.ca/>
- Armoured Entry Systems - <https://armouredentrysystems.com/>
- Al Scott Lock and Safe - <https://www.alscottlock.com/>

**Important Note: All requirements in this guideline must be met in full and must also comply with the District of North Vancouver Fire Bylaw.**