

Fire Department Key Access

Residential apartment buildings and commercial buildings must provide front entry access for responding fire crews.

A Knox key switch, Model 3501, is required and must connect to the main entrance door FOB/intercom system for fire department emergency access.

A fire department elevator lock box, Knox Model 1403, must be mounted inside the main entrance, on the wall near the fire alarm panel in the main lobby.

For buildings **6 storeys or less**, the lock box must contain **three complete sets of labelled keys** for all building common areas, elevators, underground parking, and service rooms.

For buildings **more than 6 storeys**, the same Knox key switch and lock box requirements apply, but the lock box must contain **six complete sets of labelled keys**.

Approved products are available through Knox: <https://www.knoxbox.com/>

Step-by-step guide: Ordering approved Knox products for Maple Ridge

1. Go to the Knox website:

<https://www.knoxbox.com>

Maple Ridge Fire supports the following products from Knox Box for secure entry and key security.

For building security and firefighter access we support the Knox Key Switch Model #3501.



SUPPORTED BY MAPLE RIDGE FIRE DEPT
(BC)

Knox Gate & Key Switch® - Single
Mechanical Lock on Mounting Plate
Model: 3500-SMLMP

For Key retention and security, we support the Knox Elevator Box Model #1403



SUPPORTED BY MAPLE RIDGE FIRE DEPT
(BC)

Knox Elevator Box® 1400 - Mechanical
Lock

Model: 1400

The general process for obtaining these products is as follows:

1. Follow the directions below to place your order with Knox.
2. Knox will contact Maple Ridge Fire Rescue to verify that you are authorized to place the order.
3. Once MRFR verifies the order, you will receive the product from Knox.
4. You will need to install the product(s) at your own expense. (Please talk with MRFR if you are uncertain where these should be placed in your building).
5. Following installation, contact MRFR to verify they work correctly and to put keys in the box if required.

To navigate the Knox website please use the following steps:

1. Visit Knox website at [Emergency Key Box - Knox Rapid Access System](#)
2. You can follow the directions on How To Buy (second of the three pages) by clicking on the ordering Instructions tab , or, follow the instructions below.
3. In the upper left hand corner select Start Here.



4. Select the Search for Your Department button

Enter Address or Search for your responding department or agency. X

Search by Installation Address

The installation address is where a product will be installed. (Shipping & Billing address are entered during checkout).

Business, Building, or Individual Name

Address

Apartment, suite, etc. (optional)

United States Select State/Province

City Postal Code

Building Description (optional)

☐ New construction build address **Set Address**

Or

Search by Department or Agency Name

Search For Your Department

Have questions? Contact Customer Service at 800-566-9269

5. Fill out the Country, Province and Department Name (in the Department box Type Maple Ridge).

Search For Your Department X

Search For Your Department

Country: Canada

State/Province: British Columbia

Department Name: maple ridge

☐ Maple Ridge Fire Dept (Maple Ridge, BC)

Confirm Department

Back

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Once you have entered the information. You will see Maple Ridge Fire Department appear (orange arrow above).

6. Select Maple Ridge Fire Department and select the Confirm Department tab.

Search For Your Department

Country:

State/Province:

Department Name:

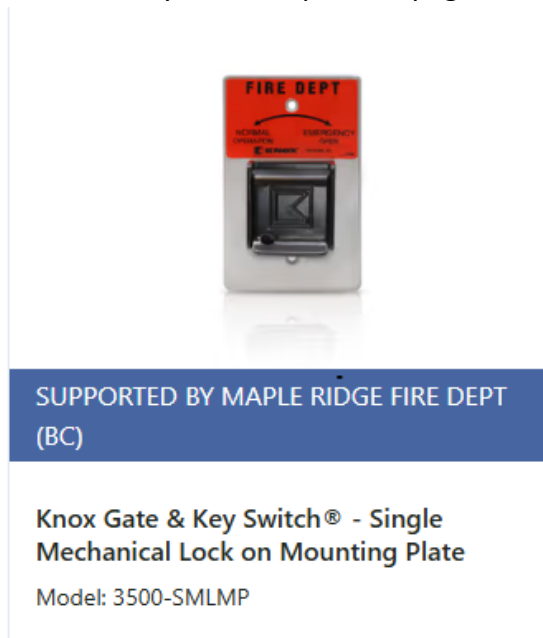
☒ Maple Ridge Fire Dept
(Maple Ridge, BC)

Confirm Department

Back

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7. This will take you to the product page. For key switches you need to click on the picture below.



You then add it to the cart.

8. For an elevator Lock box you would click on the picture below.



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(BC)

**Knox Elevator Box® 1400 - Mechanical
Lock**

Model: 1400



Again, place it in the cart and proceed to the checkout.