LSB Standards are established in accordance with provisions of the City of Houston Fire Code. They are subject to the administrative sections covering alternative materials and methods, modifications, and the Board of Appeals.
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SECTION 6.1 --- GENERAL

6.1.1 Scope
This standard provides a method of furnishing current, valid property information and means of emergency access for fire department personnel in all high-rise occupancies, and other facilities as may be required by the Fire Marshal as called for in the Fire Code or this standard.

6.1.2 Purpose
The purpose shall be to provide clarification of requirements and guidance to persons charged with providing and maintaining the Fire Depository Box in high-rise buildings as prescribed by the Fire Code, and this standard, in a state of operational readiness and reliability.

This standard is subject to periodic review and updates, to accommodate changes in local need or requirements, changes in nationally recognized standards, in related technology, or where required by state or federal regulations.

**Notice:** Where references in this Standard are made to products manufactured by “Falcon Locks” and related 9-1-1 boxes, certain products manufactured by the “Knox Company” have been approved for voluntary use in lieu of “Falcon Lock” products and the 9-1-1 boxes.

Approved items manufactured by the “Knox Company” may be referenced online at www.knoxbox.com.

The following is a list of acceptable “Knox Company” products that are allowed to be used inside the City of Houston City Limits.

- Elevator Box
- Electrical Shutdown Box
- Keyswitch
- Padlock
- FDC 2 ½” Locking Cap
- SecureCap
- Cabinets (1300 Series)
- 3200 Series Box, Single-Key Style, ONLY with the hinged lid.
- 4100 Series Box

The Fire Marshal's final approval and a permit are required for the installation and use of any “Knox Company” or “Falcon Lock” product.
SECTION 6.2 --- DEFINITIONS

6.2.1 Fire Depository Box (FDB)
An approved metal protective box, container or cabinet that contains the information manuals, packets and keys as required by this standard. Boxes shall be painted any color approved by the Fire Marshal except that the door of the box shall be painted bright red so as to be readily noticeable, and have the words “FIRE DEPOSITORY BOX” in white permanent letters not less than 1 inch in height.

6.2.2 Key Box
A red protective container or box that contains the fire department emergency access key(s). For Key Boxes, see LSB Standard 05, "Key Boxes".

6.2.3 High-rise Building
Any building having occupied floors located more than 75 feet above grade plane.

6.2.4 High-rise Survey Forms
Survey forms (HFD Form 27) that have been compiled by the HFD Operations Division, to provide a variety of fire and life-safety information about a building, it’s contents and it’s fire protection systems, that are necessary for use in event of an emergency within that building.

6.2.5 Mobility Impaired List
A list, by name, impediment and work location, of persons who may have some type of physical condition or hindrance that could encumber their self-evacuation from the floor of incident or the building in event of an emergency, or who would need assistance by other personnel or an emergency service. Persons with a short-term illness or injury need not be placed on this list. Floor Wardens and building security personnel should however be knowledgeable of any person who may be in need of assistance in evacuating during an emergency.

SECTION 6.3 --- GENERAL REQUIREMENTS

6.3.1 General Contents of Fire Depository Box (FDB)
The FDB shall contain only the following approved items and information:
   1. Loose-leaf type binder containing required information sheets.
   2. Building access keys.
   3. Standardized floor plans (when not in the loose-leaf binder).

6.3.2 Binder Information Sheets
A loose-leaf binder that is tabbed and indexed, shall contain the following completed information sheets:
   2. Supplemental Information sheet. See Section 6.3.7.
   3. Mobility Impaired List. The most current dated Mobility Impaired List giving person(s) name, nature of impairment, work floor and location. (If NO Mobility Impaired Persons are employed within the building, provide a sheet of paper
stating “NO MOBILITY IMPAIRED – AS OF THIS DATE”, and date the form). The dated Mobility Impaired List shall be reviewed, verified and updated at least every 6 months.

4. **Elevator Operating Instructions.** Detailed written instructions for elevator use. Should include elevator fire fighter re-call, cab use, and any other special details for elevator operations. (Instructions for elevator use should be obtained from building’s elevator service company.) See Appendix B, “Instructions for Elevator Operation”.

5. **Elevator Diagram.** A side view diagram of all building’s elevator shafts, showing floors served by each elevator bank, any transfer floors, shuttle elevators, or private elevators. (Where possible show any dumb-waiter, mail cart or similar shaft-ways.) See Appendix A for examples.

6. **List of emergency contact phone numbers** for the building – property manager, engineer, and security company.

7. **Standardized Floor Plans.** See Section 6.3.6.

### 6.3.3 Building Emergency Access Keys, Elevator Switch Keys and Legend Card

#### 6.3.3.1 Legend Card

One laminated letter size (8 inch X 11 inch or longer) “High-rise Fire Depository Box Key Tags” **Legend Card**, specific to that building, shall be provided and maintained in the Fire Depository Box (FDB). The Legend Card, printed in at least an 18 font or equivalent lettering so as to be readily legible, shall describe all the required keys and their functions and the respective key tag colors. (See Appendix C for Legend information)

#### 6.3.3.2 Key Sets

A minimum of **5 sets** of individually detachable keys shall be provided and maintained in the FDB. The key sets shall be assembled and tagged as indicated in the following:

The key tags shall be a rigid, plastic laminate material in the colors indicated and imprinted with Block lettering of 1/4" inch or equivalent in height, so as to be readily legible (See Appendix C, for examples of key set arrangements and tag colors). The following keys shall be provided on each of the **5 sets**:

**A. Building Emergency Access Keys** – for accessing all exit stairs, mechanical and electrical rooms and spaces, roof access doors or hatches, standpipe and sprinkler system control valves, and special hazard spaces.

- **“STAIRWAY ACCESS”** Keys required to access all locked building exit stair doors shall be provided on WHITE tags. All the building exit stairway door locks shall be keyed to the **same** emergency access key.

- **“MECHANICAL ROOMS”, “ELECTRICAL ROOMS”, and “ELEVATOR EQUIPMENT ROOMS”** Keys required to access all building elevator equipment rooms, air handler (HVAC) mechanical, and electrical panel rooms or spaces shall be provided on WHITE tags.
Exception: Main building electrical service vault rooms require special keys that ONLY the electrical power service provider will possess due to extreme electrical hazards and dangerous nature of equipment within the vaults.

- “BUILDING ROOF ACCESS” Keys required for roof access (if not on the building key system) shall be labeled on WHITE tags and shall identify which stairway(s) provide roof access.

- “SPRINKLER/STANDPIPE CONTROL VALVE” Keys required for sprinkler and standpipe control valve operation. All locking devices on control valves shall be keyed to the same key that will unlock all sprinkler and standpipe control valves. Control valve keys shall be labeled on BLUE tags as “SPRINKLER/STANDPIPE CONTROL VALVES”.

- Additional Special Keys. Where special keys are needed to access any special process or hazard areas or rooms in the building, such as “Flammable Liquids” Storage Rooms, “Hazardous Materials” Storage Rooms, large File Storage rooms, special equipment spaces, etc., appropriate access keys shall be provided, properly labeled to identify the specific Floor / Room location and Nature, on WHITE tags. Notation of all special keys shall also be included on the Supplemental Information sheet in the FDB.

B. Elevator Switch Keys – There shall be elevator switch keys provided for all Emergency Fire Service (Phase I) Recall and Emergency Fire Service (Phase II) firefighter elevator car operations.

- When one elevator switch key actuates both elevator recall and car operation functions, it shall be labeled with a RED tag as, “Fire Service Phase I & Phase II”.

- When there are still two separate elevator switch keys required to operate an elevator in Emergency Fire Service, then the separate RED tags shall read:
  
  Key 1 - “Fire Service Phase I”
  Key 2 - “Fire Service Phase II”

C. Additional Elevator Car Keys – When applicable the following keys shall also be provided and labeled as indicated:

- “Elevator Car Access Panel” Keys on ORANGE tags.

- “Elevator Car Door Open” Keys on RED tags.

- “Elevator Emergency Stop/Run” Keys on ORANGE tags. When “Elevator Emergency Stop/Run” keys are provided, the “Elevator Emergency Stop/Run” key should be individually detachable, to be used in conjunction with the “Elevator Fire Service Phase II” key in the event of an elevator malfunction to immediately activate the Emergency Stop should the elevator operate incorrectly.
• “Elevator Inspection On/Off” Keys. Where no “Elevator Emergency Stop/Run” switches are provided in the elevator cars, “Elevator Inspection On/Off” switches, or keys on YELLOW tags, shall be provided as a substitute in an emergency.

6.3.4 Elevator Hoistway Door Keys/Tools
Where applicable, a minimum of 2 each appropriate elevator hoistway door keys/tools for all elevators in the building shall be provided for Fire Department use in elevator entrapments. (Multiple types of “Elevator Hoistway Door” keys/tools may be required where different elevator systems exist within a building, each key/tool shall then be labeled with WHITE tags, imprinted with Block lettering of 1/4th inch or equivalent, identifying the appropriate elevator locations.) “Elevator Hoistway Door” keys/tools shall be kept in the Fire Depository Box.

6.3.5 Independent Service Keys
“Independent Service” keys shall NOT be placed in the Fire Depository Box. A minimum of 2 “Independent Service” keys (labeled with BLACK tags), shall be made readily available to the Fire Department for use during Medical Emergencies and/or Elevator Entrapment Rescues. The key tags shall be of plastic laminate materials in the color indicated and imprinted with Block lettering of 1/4th inch or equivalent in height, so as to readily legible.

Where 24-hour on-site building security is provided, “Independent Service” keys may be kept secured at the security consol and be readily available for the Fire Department use upon request. Buildings without 24-hour on-site security shall provide a separate key box near the Fire Depository Box location, with the box labeled “EMS Elevator Keys”, and secured with an approved manner.

NOTE: Where elevator “Independent Service” key switches are located behind elevator car access panels, “Elevator Car Access Panel” keys on ORANGE tags (key tags shall be made of rigid plastic laminate material in the color indicated and imprinted with Block lettering of 1/4th inch or equivalent in height, so as to be readily legible), shall be provided on a key ring along with each the “Independent Service” key.

6.3.6 Standardized Floor Plans
A minimum of 3 sets of standardized floors plans shall be provided, unless more are deemed necessary by the HFD. All floor plans will include the following information for each floor and/or level when applicable:

- Fire Command Or Central Control Room
- Fire Depository Box
- Fire Alarm Annunciator Panel
- Public Address System Panel
- Enclosed Stairways
- Stairwell Identification
- Tenant Stairs/Escalators
- Two-Way Communication Means
- Fire Hose Valve Connections and Cabinets
- Elevator Lobbies
- Elevator Fire Service Recall Location
- Mechanical, Electrical Service and Air Handlers Rooms
- Sprinkler Control Valves
- Fire Extinguishing Systems
- Computer Telecom Rooms with Special Extinguishing Systems
- UPS Battery Rooms
- Pre-action Protected Areas and Location of Control Valves
- Other Emergency Control or Indicating Systems
- Gas Service Main Shut-off Location
- Smoke Removal Controls
- Emergency Generator

6.3.7 Supplemental Information Sheet
Supplemental information sheet should contain the following information sections:

6.3.7.1 Significant building information
Important information needed by the fire department, in a bullet format, listing hazards or precautions peculiar to that building. (Ex: Presence of Shunt Trips, Lack of emergency generator, Lack of direct roof access from stairways, Hazardous materials/flammable liquid storage locations)

6.3.7.2 Pertinent building information
Pertinent to High-rise survey form (HFD 27, Rev. 3/2002), but not contained within the high-rise survey form, or where more narrative information may be needed.

A. Building information
- Is sprinkler system(s) supplied by building’s standpipe riser
- Number of stairs: pressurized or non-pressurized
- Exit stairway discharge locations
- Identify exit points to public way
- Evacuees will be directed to what location(s)
- Building construction type – Steel, Concrete

B. Elevator information
- Are elevators equipped with “Shunt Trips”.
- Are Sprinklers in elevator machine rooms.
- Are Sprinklers in elevator hoistway.
- Alternate Recall Floors identified.

C. Standpipe system information
- Working pressure on systems with Pressure Reducing Valves (PRV) on fire hose connections.
- Do Fire Department Connections (FDC) supply individual standpipe risers.

SECTION 6.4 --- LOCATION OF FIRE DEPOSITORY BOX (FDB)
6.4.1 Fire Depository Box placement
The FDB shall be located within the building’s Fire Command Center, Central Control Station, or Emergency Control Center in buildings that have such dedicated rooms. In buildings that lack a Fire Command Center, the FDB shall be located adjacent to the main fire alarm panel, where it can be readily identified and accessed.

6.4.2 Locks on FDB
Locks must be the type approved for use on a “9-1-1” Boxes (openable with a special fire department key).

6.4.3 Double Locking Boxes
Double Locking FDBs shall use an approved “Falcon” Lock as one of the locking devices and a separate padlock as the other locking device, to facilitate property personnel’s access into the box to update information and/or replace keys as needed.

SECTION 6.5 --- KEY BOX / FIRE DEPOSITORY BOX PERMIT

6.5.1 Permit Requirement
A fire department “KEY BOX / FIRE DEPOSITORY BOX” permit is required for the lock box. This permit shall be renewed annually, and a copy of the permit shall be posted in or near the FDB.

6.5.2 Permit Information
A permit is required to install and maintain an approved Key Box and/or Fire Depository Box.

**Permit Office contact information is as follows:**
The Houston Permitting Center
1002 Washington Avenue
Houston, Texas 77007
Hours of operation: 8:00 a.m. to 3:30 p.m. Central Time
Monday through Friday
Office phone (832)394-8811
To Email Customer Service Questions: hfd.permitoffice@houstontx.gov
Link to City Wide Fee Schedule: www.houstoncityfees.org
APPENDIX A

Example No 1. Elevator Riser Diagram: Generic Elevator and Stairwell Diagram

<table>
<thead>
<tr>
<th>Stair</th>
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--- Elevator Car No.s ---

- Elevator Service
- No elevator service in bank
- Floor of Recall
- Stairwell
- Stairwell Re-Entry
- Floor of Alternate Recall
### Example No. 2  Elevator Riser Diagram: Elevator and Stairwell Diagram

#### Elevator Service

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<th>Freight Elevator Car: 13</th>
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<th>Mid-Bank Elevator Cars: 4-8</th>
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<td>Reentry</td>
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#### Elevator Service

<table>
<thead>
<tr>
<th>No Elevator Service</th>
<th>Primary Recall Floor</th>
<th>Alternate Recall Floor</th>
<th>Re-entry Floor</th>
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<tbody>
<tr>
<td>XXXXXXX</td>
<td>Recall</td>
<td>Alt. Recall</td>
<td>Reentry</td>
</tr>
</tbody>
</table>
APPENDIX B

INSTRUCTIONS FOR ELEVATOR OPERATION

ELEVATOR MACHINE RM. SPRINKLED:  
- yes  
- no

ELEVATOR SHAFTS SPRINKLED:  
- yes  
- no

SHUNT TRIPS:  
- yes  
- no

PHASE 1 ELEVATOR RECALL  
- auto  
- manual  
- both

PRIMARY RECALL FLOOR  
(Designated Landing)

ALTERNATE RECALL FLOOR  
(Alternate Landing)

To recall elevators:  Specify manual recall procedure. *If doors close after being recalled, specify how to re-open and how long they remain open.

To operate car:  **Specify if cab fire key (Phase Two) must be turned to “on” to operate elevators. Specify if different keys are used for Phase One and Phase Two.

To travel to desired floor:  Explain how to travel to the desired floor. Specify if the first step of this action requires the doors be open or closed.

To close door:  Specify how to close doors completely to remain closed.

To open door:  Specify how to open doors completely to remain open.

To hold car at floor:  Specify how to retain the car at desired floor. Can keys be removed?

To cancel floor selection:  Specify how to cancel the floor selected and/or choose another floor.

To return car to designated or alternate landing:  Specify how to return the car to the recall floor. Specify if the key can be removed. Specify if a firefighter or other person must accompany the car to the recall floor.

PROVIDE INSTRUCTIONS FOR EACH (DIFFERENT) BANK OF ELEVATORS THAT MAY OPERATE INDEPENDENTLY FROM ANOTHER.

* Buildings constructed under Houston’s high-rise code, between 1979 and 1997, may have elevator doors that open for a predetermined time and then close.

** The ASME A17.1, 1984 edition, requires a ON-OFF-HOLD position switch in the elevator cars. Switches must be changed if they have a BYPASS position, disallowed in 1976.
APPENDIX C

KEY SETS WITH IDENTIFICATION TAGS

There shall be 5 separate “quick release” key holders as pictured below, with the keys as described below for a total of 5 sets of keys all appropriately labeled, provided and maintained in the Fire Depository Box.

There shall be 5 separate “quick release” holders with the keys described below for a total of 5 sets of all keys appropriately labeled, provided and maintained in the Fire Depository Box.

C-1 Key Set Arrangements:

5 sets of building emergency access keys as described below shall be provided for Fire Department use in the FDB of all high-rise buildings:

1. Each key shall have a 7/8-inch (13 mm) split key ring through it attaching the key to the appropriate colored plastic laminate identification tag.

2. A “quick release” key holder with one button operation that has 1-inch (25 mm) split rings on each end shall be used.
a) At one end of this “quick release” key holder, a 2-inch (50 mm) split ring will be attached to the 1-inch (25 mm) split ring that has the following building access keys:

- Stairway key & White Tag - on a 7/8-inch (13 mm) split ring
- Roof Access key & White Tag - on a 7/8-inch (13 mm) split ring
- Mechanical/Electrical Room key & White Tag - on a 7/8-inch (13 mm) split ring
- Elevator Equipment Room key & White Tag - on a 7/8-inch (13 mm) split ring
- All special access keys & White Tags – on a 7/8-inch (13 mm) split rings
- Sprinkler/Standpipe key & Blue Tag - on a 7/8-inch (13 mm) split ring

b) The other end of this “quick release” holder will have attached to the 1-inch (25 mm) split ring another 2-inch (50 mm) split ring with the following keys. On this 2-inch (50 mm) split ring only the following elevator keys (if applicable to that specific building) with corresponding plastic laminated colored I.D. tags:

- Fire Service - Phase 1 & Phase 2 - Red Tags - on a 7/8-inch (13 mm) split rings
- Elevator Car Door - Red Tag - on a 7/8-inch (13 mm) split ring
- Elevator Inspection On/Off – Yellow Tag - on a 7/8-inch (13 mm) split ring
- Elevator Stop/Run - Orange Tag - on a 7/8-inch (13 mm) split ring
- Elevator Car Access Panel - Orange Tag - on a 7/8-inch (13 mm) split ring
- Elevator Car Emergency Power Selector - Green Tag - on a 7/8-inch (13 mm) split ring

Scale: 7/8 inch = Approximately 13 mm
1 inch = Approximately 25 mm

**NOTE:** “Independent Service” keys (pictured for labeling purposes only) shall NOT be attached to any of the above key sets, nor shall these keys be kept in the Fire Depository Box. “Independent Service” keys shall be kept in a secured location or separate key box (See Section 6.3.5).

**C-2 Key Tag Legend Card:**

Laminated letter size (8 inch X 11 inch) “High-rise Fire Depository Box Key Tags” Legend Card shall be provided and maintained in the Fire Depository Box (FDB). The Legend Card, printed in least an 18 font or equivalent lettering so as to be readily legible, shall describe all the required keys and their functions and the respective key tag colors. (See example of Legend Card below)
# High-rise Depository Box Key Tags

<table>
<thead>
<tr>
<th>Key Tag</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fire Service Phase 1</strong></td>
<td>Phase 1 recalls Elevator Cars to predetermined floor.</td>
</tr>
<tr>
<td><strong>Fire Service Phase 2</strong></td>
<td>Phase 2 places Elevator Car in Firefighter control.</td>
</tr>
<tr>
<td><strong>Fire Service Phase 1 &amp; 2</strong></td>
<td>Phase 1 and Phase 2 uses same key.</td>
</tr>
<tr>
<td><strong>Elevator Car Door</strong></td>
<td>Opens Elevator Car Doors after elevator has been recalled in Phase 1 and doors have previously opened and closed.</td>
</tr>
<tr>
<td><strong>Elevator Inspection On/Off</strong></td>
<td>Can be used to stop elevator when there is no Emergency Stop / Run Switch.</td>
</tr>
<tr>
<td><strong>Elevator Emergency Stop/Run</strong></td>
<td>Allows you to stop elevator at a point in elevator shaft.</td>
</tr>
<tr>
<td><strong>Elevator Car Access Panel</strong></td>
<td>Opens panel containing Emergency Stop/Run Switch and/or Independent Service Switch.</td>
</tr>
<tr>
<td><strong>Elevator Emergency Power Selector</strong></td>
<td>Allows you to select which Elevator Car will operate under Emergency Power.</td>
</tr>
<tr>
<td><strong>Building Sprinkler &amp; Standpipe Locks</strong></td>
<td>Unlocks Sprinkler / Standpipe Control Valves.</td>
</tr>
<tr>
<td>Building</td>
<td>Stairway Doors</td>
</tr>
<tr>
<td>----------</td>
<td>----------------</td>
</tr>
<tr>
<td>Building</td>
<td>Roof Access - Stair A</td>
</tr>
<tr>
<td>Building</td>
<td>Mechanical Rooms</td>
</tr>
<tr>
<td>Building</td>
<td>Electrical Rooms</td>
</tr>
<tr>
<td>Elevator</td>
<td>Rooms</td>
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REFERENCES


2. City of Houston *Construction Codes*, all editions

3. LSB Standard 05, “Key Boxes”