



FIRE RESCUE DEPARTMENT
OFFICE OF THE FIRE MARSHAL
Daniel K. Kucik, Assistant Chief / Chief Fire Marshal
109 E. Church Street, Lower Level
Orlando, FL 32801-3319
(407) 836-8301 Fax (407) 836-8330
dan.kucik@ocfl.net

April 10, 2008

TO ALL BUILDING OWNERS AND MANAGEMENT

The Orange County Office of the Fire Marshal, in its commitment to the Tourism Industry, would like to provide the following information about a new law concerning universal elevator keys. This may not be new information for some of you, and we applaud you for working with your elevator contractors to ensure that you are in compliance. Others may have been informed that this rule is not yet in effect; therefore, we are sharing the latest information we have received. This new rule adopted by the State of Florida, has divided the state into seven regions. Each region has a universal elevator key designated for emergency responders. The following outlines pertinent information under the 2007 Florida Statutes Chapter 399.15

69A- 47 .013 Regional Access

Regional emergency elevator access shall be provided for each elevator that allows public access including, but not limited to, public elevators, service elevators, and freight elevators in each of the following buildings in this state:

1. For each building in this state which is six or more stories in height, including, but not limited to, hotels and condominiums, on which a building permit is issued after September 30, 2006 must be keyed so as to allow all elevators within each of the seven state emergency response regions to operate in emergency situations with one master elevator key.
2. Any building in this state, which is six or more stories in height and has undergone "substantial improvements" as defined in section 161.54 (12) of the Florida Statute 399.15 (b)(z).

69A-47 .014 Compliance Dates

Each existing building in this state which is six stories or more in height must comply with subsection (1) before October 1, 2009.

69A- 47.015 Requirements for Elevator Keys

1. All elevator keys within each of the seven emergency response regions as set forth in these rules shall be uniform and specific for that region.
2. The following is a description of the elevator key assigned to our region, Emergency Response Region 5: Marion, Sumter, Orange, Seminole, Osceola, Brevard, Volusia: Yale Key No. R-80833-2006-5.

69A- 47. 016 Access to Elevator Keys

1. Uniform elevator keys shall be made available only to:
 - a. Elevator owners or their authorized agents,
 - b. Elevator contractors licensed by the State of Florida,
 - c. Florida State Certified Inspectors,
 - d. State agency representatives authorized by the Department of Financial Services, Division of the State Fire Marshal, Bureau of Fire Prevention, or the Department of Business and Professional Regulation, Division of Hotels and Restaurants, Bureau of Elevator Safety, and
 - e. A representative of the local fire department authorized to possess a key by the fire department chief or other chief administrative officer of any fire department or department of public safety.
2. Elevator keys shall not be issued to any other emergency response agency or any other person.
3. Information pertaining to obtaining elevator keys is available by writing to the Division of State Fire Marshal at 200 E. Gaines St., Tallahassee, FL 32399-0342, or it may also be obtained by visiting the Division of State Fire Marshal website located at <http://www.fldfs.com/SFM/index.htm>

69A- 47. 017 Duplication of Elevator Keys Prohibited.

1. No person may duplicate a master elevator key and no person shall issue, give, or sell a duplicated key to anyone other than authorized fire department personnel.
2. Each master elevator key must be marked "DO NOT DUPLICATE."

69A- 47.018 Obtaining Elevator Keys

1. Any person authorized under this rule chapter to possess a uniform elevator key shall apply to an authorized vendor selected by the Division of the State Fire Marshal on form DFS-K3-1660 for the issuance of such key. Form DFS-K3-1660 is adopted and incorporated herein by reference and may be obtained by writing to the Department of Financial Services, Division of State Fire Marshal, Bureau of Fire Prevention, 200 E. Gaines St., Tallahassee, FL 32399-0342, or by visiting the Division of State Fire Marshal website located at <http://fldfs.com/SFM/index.htm>.
2. Upon the applicant's presentation of a fully completed and executed copy of form DFS-K3-1660 to an authorized vendor, the applicant may obtain a key or keys from such vendor.
3. The issuing vendor must maintain a copy of each form DFS-K3-1660 following the issuance of each key or keys. This form may be maintained in its original form or in an electronic format.
4. Copies of the executed form DFS-K3-1660 shall be provided to the State Fire Marshal or the local fire official upon receipt of a written request. Such requests may be in the form of electronic mail.
5. The name, address and additional contact information for each authorized vendor shall be available by writing to the Department of

Financial Services, Division of State Fire Marshal, Bureau of Fire Prevention, 200 East Gaines Street, Tallahassee, Florida 32399-0342, and shall be posted on the Division of State Fire Marshal website located at <http://fldfs.com/SFM/index.htm>.

69A- 47.019 Lockboxes

- 1 If the local fire official determines that it is technically, financially, or physically impossible to bring a building's elevators into compliance with this rule, the local fire official may accept, as an alternative, the installation of a keyed lockbox that accepts the uniform key for that specific region. The lockbox shall be installed in accordance with this section.
2. The local fire official's decision regarding the alternative measures may be appealed to the State Fire Marshal whose decision shall constitute final agency action for purposes of Chapter 120, Florida Statutes. An appeal may be instituted by the appellant in writing to the Division of State Fire Marshal, Bureau of Fire Prevention, 200 E. Gaines St., Tallahassee, FL 32399-0342.
- 3 Alternative installation of Lock Boxes.
 - a. The lockbox is permitted to be installed flush or recessed mounted.
 - b. The lock box's front cover shall be hinged on the right side and shall be engraved or painted with the words "Fire Department Use Only-Elevator Keys."
 - c. The lockbox shall be mounted at each elevator bank at the lobby, nearest the lowest level of the fire department access.
 - d. Only keys used for the operation of an elevator or an elevator component shall be placed inside the lockbox.
 - (a) In buildings subject to these alternative lock box provisions which houses two or more different elevator banks, a single lockbox may be used when such banks are separated by not more than 30 feet.
 - (b) In the buildings specified in paragraph (a) with elevators or elevator banks separated by more than 30 feet, separate lock boxes must be used for each elevator or elevator bank.
- 4 The Division of the State Fire Marshal of the Department of Financial Services shall enforce this section. Any person who fails to comply with the requirements of this section is subject to an administrative fine of not more than \$1000, in addition to any other penalties provided by law. All administrative fines shall be deposited into the Insurance Regulatory Trust Fund.