



## STATE OF WISCONSIN

Department of Safety and Professional Services  
1400 E Washington Ave.  
Madison WI 53703

**Governor Scott Walker**

**Secretary Dave Ross**

Mail to:  
PO Box 8935  
Madison WI 53708-8935

Email: [dsps@wisconsin.gov](mailto:dsps@wisconsin.gov)  
Web: <http://dsps.wi.gov>

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Voice: 608-266-2112 • FAX: 608-267-0644 • TTY: 608-267-2416

### MEMORANDUM

**DATE:** February 12, 2013  
**TO:** Elevator Installers & Inspectors  
**FROM:** Rick Merkle, Bureau Section Chief  
**SUBJECT:** Firefighters Emergency Operation Key Box

SPS 318 1702(9) (c) requires that in addition to the requirements in ASME A17.1 section 2.27.8: An additional set of switch keys and elevator machine room access keys for use by the fire department, police department, or other authorized personnel shall be kept in a metal box mounted in a conspicuous location adjacent to the main elevator entrances at the designated floor or other approved location. The box shall have a lock type cover, which can be opened by the fire department, police department, or other authorized personnel.

The department will no longer permit these keys to be located only in Fire Department Knox Boxes. The key boxes specified in SPS 318 1709 (9) (c) shall be located adjacent to each elevator or each group of elevators at the designated level. The boxes shall be installed at a height of 78 inches above the finished floor directly above the Phase I key switch. The department may permit other locations through a petition of variance.

This will remain the department's position until the department accepts a change or later interpretation to this code requirement.