

## **Section 18-2 Required Key Box.**

(a) The following structures shall be equipped with a key box (also called “lock box” or “Knox box”):

(1) Commercial or industrial buildings protected by an automatic alarm system or automatic fire suppression system.

(2) Multi-family residential buildings that have restricted access through locked doors and have a common corridor for access to the living units.

(3) All governmental buildings, hospitals, and nursing care facilities.

(4) All commercial or industrial structures that have an alarm system designed to monitor security or fire status that results in an alert that is audible or transmitted to a central monitoring location or that is designed with heightened security or access limitations that preclude, or may interfere with, ready access to the interior of the building by emergency personnel.

(5) Any building whose owner doesn't want it to be broken into in case of emergency.

(b) The above structures shall be equipped with a key box at the following times:

(1) All newly constructed structures subject to this section shall have a key box installed and operational prior to the issuance of occupancy permit.

(2) All structures subject to this section that undergo additions, remodeling, upgrades, repairs or change of occupancy requiring a building permit shall have a key box installed at the time of construction.

(3) All commercial and industrial structures protected by an automatic fire suppression system in existence on the effective date of this section shall install a key box within one year from the effective date of this section.

(c) The key box shall be installed at the front of the building near the main entrance in a conspicuous and easily accessible location at a height of a minimum of 60 inches and not to exceed 72 inches, or another location determined by the Fire Chief. In multi-tenant building, a separate key box shall be installed near each tenant's main entrance at locations as described above.

(d) The Fire Chief may designate the type of key box system to be implemented within the city and shall have the authority to require all structures to use the designated system.

(e) The required key box shall contain the following:

(1) Main entry key(s) that will allow for access to the building.

(2) Keys to all secured interior accessed tenant spaces.

(3) Keys to the following rooms: all locked mechanical and electrical rooms, sprinkler system room, elevator control room, and other similar spaces; all keys shall be clearly identified.

- a. Mechanical and electrical rooms.
  - b. Sprinkler system rooms and booster pump rooms.
  - c. Elevator control rooms.
  - d. Roof access panels and stairs.
  - e. Security gates.
  - f. All provided keys shall be clearly labeled and identified.
- (4) Special keys or other controls for fire alarm panels, sub-panels, pull stations reset, etc.
- (5) Building plans or legible sketches showing the following:
- a. Location and designation of all rooms in the building.
  - b. All exits, including stairs and corridors.
  - c. Fire alarm panel and sub-panel locations.
  - d. Roof access.
  - e. Main sprinkler riser and controls.
  - f. Fire department connection location.
  - g. Gas meter location.
  - h. Accessible units locations
  - i. All access codes/cards for entry if equipped with electronic locks.
- (6) Building owner's or operator's emergency contact information
- a. Owner's information and phone number.
  - b. Property manager and maintenance employees' information and phone numbers.
  - c. Monitoring company information and phone number.
  - d. Alarm panel ID and security code.
  - e. Sprinkler service company information and phone number.
- (f) The Fire Chief shall be authorized to implement additional rules and regulations for the use of the key box system.
- (g) It shall be the responsibility of the building owner or operator to ensure that if keys, access codes or information stored in the key box become obsolete, they are replaced and that the Fire Chief is notified within 24 hours of the change.