

HAZLE TOWNSHIP FIRE/RESCUE DIVISION
STANDARD
KEY LOCK BOX

ORDINANCE NO. 98-9-14-2

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KEY LOCK BOX

BACKGROUND:

Experience shows when fires occur in buildings, the Fire Department is faced with entry into the structure, locate, confine, control and extinguishment. Entry into the structure, in some cases, must be made by force which is time-consuming and demands extra energy to be exerted by firefighting personnel. In order to expedite entry into a structure and to aid the Fire Department in the task of extinguishment, the requirement shall be considered authorized by Hazle Township Ordinance Number _____.

REQUIREMENT:

1. All occupancies served by an INTERNAL AUTOMATIC FIRE DETECTION or SUPPRESSION SYSTEM, having a connection to a CENTRAL MONITORING STATION FACILITY, shall be provided with a KEY LOCK BOX, (KNOX BOX) approved by HAZLE TOWNSHIP VOLUNTEER FIRE AND RESCUE.
2. The KEY LOCK BOX shall be located:
 - A. At or near the recognized public entrance, adjacent to the fire annunciator panel, on the exterior of the structure, or above the F.D.C., when occupancy is serviced by fire sprinkler system with inner control valves and wall mounted F.D.C. locations to be approved by Fire Officials Office.
 - B. The lock box shall be located at a height of not less than four (4) feet and not more than six (6) feet above final grade.
3. No steps, displays, signs or other fixtures, or structure protrusions shall be located under the box which would allow intruders to access the box without assistance.
4. The box shall be connected to the N.F.P.A. 72A Fire Alarm Control Panel, when provided. Wiring shall be supervised as required in NFPA 72A. Tampering or opening of the box shall produce a Supervisory Signal or Supervisory Zone 1. The Signal will then be transmitted through the NFPA 71 panel as a supervisory signal.

Exception: If an NFPA 71 panel only is used, wiring shall be supervised as required in NFPA 71. Tampering or opening of the box shall produce a supervisory signal.

5. Box Contents. The box shall contain the keys for the following:
- A. The Main entrance door. Mixed occupancies and strip shopping center keys shall be provided only for occupancies where system control valves or fire alarm system panel exists.
 - B. Alarm Room (if one exists)
 - C. Mechanical rooms and sprinkler control rooms.
 - D. Fire alarm control panel.
 - E. Electrical rooms.
 - F. Special keys to reset pull-stations or other fire protection devices.
 - G. Elevator keys, if required. (Four stories or more)
 - H. All other rooms as specified during the plans review process.
- The keys shall be labeled so as to be easily identified in the field.

6. KEY LOCK BOX FOR APARTMENT COMPLEXES:

- A. All new apartment complexes served by manual fire alarm systems shall be required to install a key lock box.
 - (1) Location will be determined by Plans Review or Field Inspector.
 - (2) The box shall be located at a height of not less than four (4) feet and not more than six (6) feet above final grade.
 - (3) Key lock box contents: The box shall contain keys for the following. The keys shall be labeled to be easily identified in the field.
 - (a) Alarm room or area where alarm panel is installed.
 - (b) Alarm panel.
 - (c) Any special keys or tools to reset pullstations
 - (d) All other areas as specified during the Plans Review process.
- B. Lock box need not be supervised.

- C. Only apartment complex owners, management companies, or managers may purchase key lock boxes.

7. ADMINISTRATION:

- A. NEW STRUCTURES: The Plans Review/ Records Section shall be responsible for the administration of this standard and shall indicate specific requirements.
- B. EXISTING STRUCTURES: The Inspection Section shall be responsible for administration of this Standard and notify the owner or operator by proper Notice for compliance, with one or all of the following notations:
 - (1) Contract a licensed Fire Alarm Contractor.
 - (2) Contractor may obtain applications for lock box from the Hazle Township Fire Chief.
 - (3) Only licensed Fire Alarm Contractors may obtain lock boxes.
 - (4) Contractors must obtain a Fire Department Permit to install lock box.
 - (5) Owner, Manger must obtain a Fire Department Permit to install lock box.

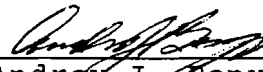
Existing structures do not include existing apartment complexes.

- 8. All parties may exercise their right to an appeal pursuant to general law.

DULY ORDAINED by the Hazle Township Board of Supervisors this
14th day of September, 1998.

Dated: September 14, 1998

HAZLE TOWNSHIP SUPERVISORS

BY: 
Andrew J. Benyo, Chairman

BY: 
Anthony Matz, Vice-Chairman

BY: 
Ruth Clatch, Secretary/Treasurer