

Lock Box Ordinance
for the
Town of Unity

Adopted: March 29, 2008

The following statement(s) shall be an ordinance implemented by the Unity Volunteer Fire Department. This Ordinance requires commercial and industrial buildings or structures to install a lock box system. This system will allow the Unity Fire Department to enter a structure upon an emergency call.

A. The following described buildings or structures shall be equipped with a key lock box in a location approved by the Fire Chief or his/her designee:

- Commercial or industrial buildings or structures protected by an automatic suppression system and/or automatic fire alarm system when such buildings or structures are secured in a manner that restricts access during an emergency
- Municipal and governmental buildings or structures equipped with an automatic suppression system and/or automatic fire alarm system
- Multi-family residential buildings or structures having four (4) or more units that have restricted access through locked doors and have a common corridor for access to the living units
- Any other building or structure deemed appropriate as determined by the Fire Chief

1. Existing Buildings and Structures: All municipal and governmental buildings or structures or commercial or industrial buildings or structures subject to this ordinance and existing on the date of the enactment of this ordinance shall install and make operational a key lock box system within TWELVE (12) MONTHS of the effective date of this ordinance.

All multi-family residential buildings or structures subject to this ordinance shall install and make operational a key lock box system on a schedule to be prescribed by the Fire Chief.

Upon the change in occupancy classification of any building or structure as determined by the Fire Chief or his/her designee and as classified by N.F.P.A. 101 Life Safety Code in effect at the time of said change, said building or structure shall install and make operational a key lock box system, provided that said building or structure is equipped with a sprinkler or alarm system or a sprinkler or alarm system is installed.

2. New Construction and Renovation of Existing Building and Structures: All buildings and structures subject to Section A. of this ordinance which are being newly constructed or which are being renovated with interior renovation costs of \$50,000.00 or more shall install and make operational a key lock box system. No newly constructed buildings or structures subject to the requirements of this ordinance shall be issued a Certificate of Occupancy unless it shall have a key lock box system installed and operational.

Multi-family residential buildings or structures, regardless of the number of units, that have restricted access through a locked door and have a common corridor for access to the living units, which are being newly constructed or which are being renovated with interior renovation costs of \$50,000.00 or more shall install and make operational a key lock box system. A Certificate of Occupancy will not be issued for such a building or structure unless it shall have a key lock box system installed and operational.

3. Owner Requirement: The owner of any building or structure subject to the requirements of this ordinance shall be responsible for the installation and maintenance of a key lock box system and shall, at all times, keep keys in the key lock box that will allow access to the following:

- The building or structure
- Mechanical equipment room(s)
- Electrical room(s)
- Elevator controls
- Fire sprinkler control room(s) and fire alarm control panel rooms
- Any other areas deemed appropriate as determined by the Fire Chief or his/her designee

In addition, the owner of any building or structure subject to the requirements of this ordinance shall keep in the key lock box special keys to reset pull stations or other fire protection devices.

4. Use and Type of Key Lock Box System: The Fire Chief may promulgate from time to time rules and regulations which are reasonably required for the installation and operation of a key lock box system. The Fire Chief may promulgate rules and regulations to designate the type of key lock box system.

5. Exceptions: Any building or structure that has on the premises a twenty-four (24) hour a day, seven (7) days a week security service or personnel who have on their person access keys as required by Section A (3) of this ordinance, shall be exempt from the requirements of this ordinance.

6. Penalties: Whoever violates the provisions of this ordinance shall be subject to a fine of \$100.00 for each offense. Each day a violation exists shall be considered a separate offense.