

ORDINANCE NO. \_\_\_\_\_

NOW BE IT AND IT IS HEREBY ORDAINED by the Mayor and City Council of the City of Cartersville, that the CODE OF ORDINANCES, CITY OF CARTERSVILLE, GEORGIA, CHAPTER 9. FIRE PREVENTION AND PROTECTION, ARTICLE III, FIRE PREVENTION CODE IS HEREBY AMENDED BY ADDING ANEW SECTION 9-31, as follows:

SECTION 9-31. KEY BOXES

a. PURPOSE.

Experience shows when fire occurs in a building, the fire department is often faced with delayed entry into the structure. Entry into the structure, in some cases, must be made with force which is time consuming and demands extra energy by fire personnel. In order to expedite entry into a structure and to aid the fire department in the task of extinguishment, the following requirements have been developed. Likewise, police face delayed entry problem when regarding various emergency calls.

b. Key Boxes.

Key boxes shall be required on all new and existing building sites (as provided for below) to allow the fire and police departments to enter a building quickly in case of an emergency. The key boxes shall be marked, conspicuous, and accessible. Reference Standard Fire Prevention Code, Chapter 6 entitled Fire Protection, section 603.18. The fire officials shall approve the key boxes used.

c. Requirements.

(1) All new occupancies built after January, 2003 and served by City of Cartersville Fire Department, shall be provided with a key lock box, approved by the City of Cartersville Fire Department.

*Exception:* Those facilities which provide 24 hour services. Included are convenient stores, hospitals and 24 hour mercantile occupancies, etc.

(2) The key lock box shall be:

- a. The Knox Box or other box approved by the City of Cartersville Fire Department;
- b. Located at or near the recognized public entrance located to be approved by the City of Cartersville Fire Department;
- c. Located at a height of not less than six feet and not more than 12 feet 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) Box contents: The box shall contain the keys for the following. The keys shall be labeled so as to be easily identified in the field.

- (a) Keys to locked points of egress, whether on interior or exterior;
- (b) Keys to locked mechanical or electrical rooms;
- (c) Keys to the locked elevator or machine rooms;
- (d) Keys to the elevator(s);
- (e) Keys to any fence or secured gates;
- (f) Keys to any other areas as directed by the fire department.

(5) Key lock box for apartments.

(a) All new apartment complexes which have limited access shall be required to install a key lock box.

- 1. Location will be determined by plans review or field;
- 2. The box shall be located at a height of not less than six feet and not more than 12 feet above final grade;
- 3. Key lock box contents shall contain keys for the following (The keys shall be labeled to be easily identified in the field).
  - a. Alarm room area where the fire alarm panel is installed
  - b. Alarm panel;
  - c. Any special keys or tools to reset pull stations;
  - d. All other areas as specified by the City of Cartersville Fire Department.

(b) Lock box need not be supervised.

(c) Only apartment complex owners, management companies, or managers may purchase key lock boxes.

(7) All existing buildings with a change of ownership or tenancy after January 3, 2003, will be required to install a key box as indicated herein.