

Article III — Key Boxes

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Article III — Key Boxes

§ 35-301 Addition to Property Maintenance Code.

The provisions of this Article are hereby added to and incorporated into the Property Maintenance Code of the Borough of Alburdis. Except as may be provided otherwise in this Article, the administrative provisions of the Property Maintenance Code as established under Articles I and II of this Chapter shall apply to the matters regulated in this Article, including but not limited to enforcement, notices, appeals, penalties, and definitions.

§ 35-302 Short Title.

This Article shall be known, and may be cited, as the “Alburdis Key Boxes Ordinance.”

§ 35-303 Definitions.

The following words and phrases, when used in this Article, shall have the meanings assigned to them under this Section, unless the context shall clearly indicate otherwise:

(a) **“Covered Structure or Property”** shall mean the following *structures* and properties:

(1) a *structure* or property which contains a fire alarm that uses an automatic dialer or contains an automatic fire suppression system;

(2) a multi-family residential *structure* containing four (4) or more dwelling units;

(3) a property or development containing four (4) or more dwelling units with common and restricted access to the dwelling units (*e.g.*, via a gate);

(4) a *structure* or property used for commercial or industrial purposes, except a home office or business; and

(5) a *structure* or property identified by the Fire Official as difficult to access during emergencies.

(b) **“Fire Official”** shall mean the Borough Fire Chief or his/her designee from among the members of the Fire Department.

(c) **“Fire Department”** shall mean the Lower Macungie Fire Department, a volunteer fire company officially recognized as the provider of fire services in the Borough.

(d) **“Key Box”** shall mean a key lock box of a type listed in accordance with UL 1037 and selected by the Fire Department for use in its rapid entry key lock box system, which contains those keys required under this Article and which may be accessed only by the Fire Department. The Fire Department may, from time to time, change or add to the selected products for its rapid entry key lock box system, but no *owner* shall be required to replace a previously installed acceptable Key Box before the end of its useful life merely because the Fire Department decided to select different products for its rapid entry key lock box system.

§ 35-304 Required Installation.

(a) **In General.** The *owner* of each Covered Structure or Property shall install and maintain a Key Box for that *structure* or property. The *owner* is responsible for ordering, purchasing, and installing the Key Box, and for maintaining and replacing it when necessary.

(b) **Compliance Date.** Covered Structures constructed after the adoption of this Article, and Covered Properties whose access to Covered Structures or *dwelling units* on the property is limited by new gates constructed or installed on the property after the adoption of this Article, shall be in compliance with this Article by no later than first occupancy of the Covered Structure or Property following said construction or installation. All other Covered Structures and Properties shall be in compliance with this Article by January 1, 2028.

(c) **Exemption.** The Fire Official may exempt a Covered Structure or Property from the requirements of this Article if there are security personnel with full access to the entire Covered Structure or Property on site at all times (24 hours per day, each day of the year).

§ 35-305 Location.

(a) **In General.** The Key Box for a Covered Structure or Property shall be installed at such location as determined by the Fire Official in his complete discretion. The typical location for a Covered Structure is on the front of the *structure* near the main entry door, on the right hand side, between six (6) and eight (8) feet above the ground, but the Fire Official may choose a different location.

(b) **Installation.** The *owner* shall contact the Fire Official prior to mounting the Key Box for approval of the location, and shall allow the Fire Official to observe the installation of the Key Box to ensure proper location and installation.

(c) **Access.** The *owner* shall insure that the Fire Department has completely unobstructed access to the Key Box at all times.

§ 35-306 Contents.

(a) **In General.** The *owner* shall cause to be placed in the Key Box for a Covered Structure or Property the key(s) (or other device(s) for gaining access) for all exterior doors and gates, all interior doors and gates within the building, and all doors or panels with restricted access to building systems (*e.g.*, HVAC, alarm panels, sprinkler controls, electrical panels, and elevator controls). Each key or device shall be clearly labeled and easily identifiable.

(b) **Updating.** The *owner* shall insure that the key(s) and device(s) contained in the Key Box for a Covered Structure or Property are up-to-date at all times and provide access to all areas within the *structure* or property and all building systems with restricted access. Whenever a lock is changed or new doors, gates, panels, or similar items with locks are installed at the Covered Structure or Property, the *owner* shall immediately arrange with the Fire Official to place or replace, as necessary, the required key(s) and device(s) in the Key Box.

§ 35-307 Entry into Key Box.

No *person* or entity shall have the ability or right to enter a Key Box other than the Fire Department, including the *owner*, an occupant, the Borough, and the Borough Police Department. Except in the event of an emergency at the Covered Structure or Property, the *owner* or his/her authorized representative shall be present whenever the Fire Department enters the Key Box.

§ 35-308 Contact Information.

The *owner* of a Covered Structure or Property shall provide the Fire Official with contact information, including the names, mailing addresses, telephone numbers, facsimile numbers, and e-mail addresses of the *owner* and his/her authorized representatives, and shall ensure that information remains up-to-date by providing notice of any changes to the Fire Official, preferably in advance.