

ORDINANCE 2009-20

**AN ORDINANCE OF THE TOWNSHIP OF CHATHAM, COUNTY OF MORRIS,
STATE OF NEW JERSEY AMENDING CHAPTER XII,
“FIRE PREVENTION”, OF THE TOWNSHIP CODE TO ADD SUBSECTION 12-3,
“KEY LOCK BOX SYSTEM”**

WHEREAS, the Township Committee of the Township of Chatham, New Jersey has determined that the health, safety and welfare of the citizens of Township of Chatham are promoted by requiring certain structures to have key lock box entry systems installed on the exterior; and

WHEREAS, the key lock box entry system is being adopted nationally and will operate on a master key basis that will expedite entry into structures by the Chatham Township and Green Village Fire Departments during times of emergency; and

WHEREAS, the key lock box entry system will eliminate forced entries into structures thereby avoiding costly and time-consuming efforts in gaining access to locked structures during an emergency; and

WHEREAS, the Township Committee of the Township of Chatham, New Jersey is authorized to pass this ordinance;

NOW THEREFORE, BE IT ORDAINED, that the following is adopted in the Township of Chatham Code of Ordinances:

12-3 Key Lock Box System

12-3.1 Definition:

Lock Box: An Underwriter’s Laboratory type secured box or vault of a size and style approved by the Township Fire Marshal or his designee, which contains key(s) for the exclusive use of the Chatham Township and Green Village Fire Departments to access the premises in an emergency.

12-3.2 Key Lock Box Required

The following structures equipped with or required to be equipped with fire detection or fire suppression systems or equipment shall have a Key Lock Box installed at or near the main entrance of each structure or such other location as required by the Township Fire Marshal or his designee:

- a. Commercial or business structures protected by an automatic alarm system or automatic suppression system, or such structures that are secured in a manner that restricts access during an emergency.

- b. Governmental structures, churches, schools and nursing care facilities.
- c. Multi-family residential structures that have restricted access through locked doors and have a common corridor for access to living units.

12-3.3 Key Lock Box location contents and installation

1. The Township Fire Marshal or his designee shall approve in writing the type of Lock Box.
2. The Township Fire Marshal or his designee shall approve the installation location of the Lock Box.
3. The Lock Box shall be installed as per manufacturer specifications and approved by the Fire Marshal or his designee.
4. The owner of each structure required to have a Lock Box shall, at all times, be required to keep the following in the Lock Box, as required by the Township Fire Marshal or his designee.
 - (a) Keys to locked points of ingress, whether on interior or exterior of such buildings.
 - (b) Keys to the locked mechanical rooms.
 - (c) Keys to the locked elevator rooms.
 - (d) Keys to the elevator controls.
 - (e) Keys to any fence or secured areas.
 - (f) All access or combination codes to locked points of egress or ingress, whether on interior or exterior of such buildings.
 - (g) A “business size” card containing the emergency contact person and phone number for such building or unit.

12-3.4 Maintenance and Associated Cost

In the event, the key to the structure is changed or re-keyed, the owner/operator of the building shall immediately notify the Township Fire Marshal or his designee and provide the updated access key. The key to the lock shall be secured in the key box. The property owner shall assume all associated costs for the purchase and installation of a Key Box(s).

12-3.5 Compliance

(a) The owner(s) of a structure subject to this ordinance in existence on the effective date of this ordinance shall have 120 days from its effective date to comply with this ordinance.

(b) The owner(s) of each newly constructed structure subject to this ordinance shall have a lock box installed and operational in accordance with this ordinance prior to issuance of a certificate of occupancy.

12-3.6 Violations and Penalties

Any building owner or operator violating any provision of this Lock Box Ordinance shall be subject to a fine of \$100.00 for every violation of this ordinance. The existence of a violation for a period of up to 30 continuous days shall constitute a single violation. The Township Fire Marshal shall notify the responsible party of any violation in writing. Within 30 days of the service of such notice, the owner/operator shall correct the violation or show why the structure was not subject to this ordinance. The Township Fire Marshal shall consider such information, reaffirm or rescind the Lock Box fine and notify the owner of his/her decision by mail. The owner/operator may appeal the decision of the Township Fire Marshal within 20 days after service of the notice of decision by submitting an appeal in writing to the Township Committee which shall hold a hearing thereon and shall affirm, reverse or modify the decision of the Township Fire Marshal.

EFFECTIVE DATE: This ordinance shall take effect as provided by law.

Introduced: December 3, 2009

Adopted: December 17, 2009

Attest:

TOWNSHIP OF CHATHAM, COUNTY OF
MORRIS, STATE OF NEW JERSEY

BY: _____
Nicole Hagner, Deputy Mayor

Gregory LaConte, Deputy Clerk

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