

**BOROUGH OF FLORHAM PARK  
ORDINANCE #11-14**

**AN ORDINANCE OF THE MAYOR AND BOROUGH COUNCIL OF THE BOROUGH  
OF FLORHAM PARK, IN THE COUNTY OF MORRIS, STATE OF NEW JERSEY,  
AMENDING AND SUPPLEMENTING CHAPTER 134, FIRE SAFETY, OF THE  
BOROUGH CODE REQUIRING THE INSTALLATION OF RAPID ACCESS KEY  
BOXES (KNOX BOX), SECURITY PAD LOCKS AND FIRE/STANDPIPE SECURITY  
CONNECTION CAPS TO ALLOW ENTRY TO STRUCTURES FOR FIRE AND/OR  
LIFE SAFETY PURPOSES**

**WHEREAS**, the Borough maintains a volunteer fire department and New Jersey Regulations, at N.J.A.C. 5:18-4.1, provide that a municipality may, by ordinance, make its fire code more restrictive than the Uniform Fire Code; and

**WHEREAS**, frequently the public safety departments of the Borough of Florham Park are called to the scene of activated alarms but are unable to obtain access to structures due to the lack of a response by a contact person, which often leads to the necessity of members of the Fire Department or Police Department having to wait extended periods of time or having to gain entry with consequential damage to property and risk of injury to the members of those departments; and

**WHEREAS**, the simple installation of a rapid access key box commonly known as a “Knox Box” would help to eliminate such damage and risk of injury by allowing Fire and Police responders prompt access to a key to the property; and

**WHEREAS**, numerous buildings already use these devices in the Borough on a voluntary basis and these devices are recognized throughout the State and the Country as the best means of rapid building entry during times of fire and other emergencies.

**NOW, THEREFORE, BE IT ORDAINED** by the Mayor and Borough Council of the Borough of Florham Park as follows:

**SECTION 1.** Chapter 134, Fire Safety, shall be hereby amended and supplemented to include a new section 134-13, to read in its entirety, as follows:

## **§134-13. Knox Box Requirements**

### **A. Applicability.**

- (1) The following structures shall be equipped with a Rapid Access Key Box (“Knox Box”) within 6 months of the effective date of this ordinance:
  - (a) Any commercial or industrial structure protected by an automatic suppression system (sprinkler or standpipe);
  - (b) Any commercial or industrial structure protected by an automatic fire alarm system having a connection to a central monitoring station facility;
  - (c) Any multi- family residential structure(s) that possesses a common corridor for access to living units that also restricts building access by locking building entryway doors and/or has a common utility room for sprinkler or fire alarm appliances;
  - (d) Any facility that is required to prepare and have readily available Material Safety Data Sheets and/ or Hazardous Chemical Inventory as per federal and state codes.
  - (e) Other properties or structures where Fire Department or Police Department access would be delayed as determined by the Fire Chief, Police Chief or Fire Official.
- (2) All commercial buildings under construction must provide a temporary Knox Box for emergency access before construction begins.
- (3) All newly constructed structures of the type described in subsection (1) above shall be equipped with a Knox Box prior to the issuance of a Certificate of Occupancy.
- (4) Any commercial or industrial structure with an external audible fire alarm and or complex with perimeter fencing which limits emergency vehicle access is required to provide a “Knox Key” or “Knox Pad Lock”.

### **B. Installation.**

- (1) Application for a Knox Box shall be obtained from the Florham Park Fire Department.
- (2) The owner or operator of a structure required to have a Knox Box is responsible for installation of the Knox Box. This box shall be a UL type approved by the Fire Chief, Police Chief or Fire Official.
- (3) The Knox Box shall be installed on the front of the structure near the main entry door five (5) feet above the ground unless installation of the Knox Box at a height higher or lower than five (5) feet above the ground is approved by the Fire Chief, Police Chief or Fire Official.
- (4) The size of the Knox Box that is required to be installed will be determined by the number of keys or units that the box will support at the property location as approved by the Fire Chief, Police Chief and Fire Official.
- (5) More than one Knox Box may be required to be installed as per the building size or complex size as per the Fire Chief, Police Chief and Fire Official.

- (6) A Knox Box tamper switch connected to the building's fire alarm system may be required.

### **C. Contents of Knox Box**

The contents of the Knox Box shall include the following:

- (1) Keys to locked points of ingress or egress, whether on the interior or exterior of such buildings.
- (2) Keys to all mechanicals rooms.
- (3) Keys to all locked electrical rooms.
- (4) Keys to elevators and their control rooms.
- (5) Keys to fire alarm panels.
- (6) Keys (special) to re-set pull stations or other Fire Protective devices.
- (7) Keys to any other areas as requested by the Borough of Florham Park's Fire or Police Departments.
- (8) A card containing the names and telephone numbers of emergency contact people for such buildings or any code numbers associated with their Fire Protection systems. These contact persons must be available on a 24 hour basis.

NOTE: In lieu of having the interior keys in the exterior Knox Box a second Knox Box may be located within the main lobby of the building to hold these keys.

### **D. Maintenance**

- (1) The operator of the building shall immediately notify the Borough of Florham Parks Fire or Police Departments and provide the new keys when a lock is changed or re-keyed. The key to such lock shall be secured in the Knox Box.
- (2) The operator of the building shall be responsible for the Knox Box to be in proper working condition and to replace or make repairs as may be necessary.

### **E. Temporary Key Lock Box during Times of Construction**

- (1) Before any work is started on any regulated building or property complex that would require the installation of a rapid access key box, it shall be the responsibility of its Owner or Operator to apply for a Knox Box.
- (2) Application for this Temporary Knox Box shall be made at the Florham Park Fire Headquarters.
- (3) This Temporary Knox Box will be supplied by the Fire Department and must be returned prior to issuance of any Certificate of Occupancy.
- (4) This Temporary Knox Box must be mounted and keys installed prior to securing the site or building in a location approved by the Florham Park Fire Department.
- (5) The fee for this Knox Box shall be equal to the fee set by the New Jersey Division of Fire Safety in the NJ Uniform Fire Code for a Type 1 Permit.

### **F. Security Caps**

When a building is protected by an automatic sprinkler system or standpipe system, the Fire Chief, Police Chief or Fire Official may require the Fire Department Connection to have a Fire Department Connection Security Cap installed. The Fire

Department Connection Security Cap shall be a type approved by the Fire Chief, Police Chief or Fire Official.

**G. Penalties for Violation of Ordinance**

- (1) Failure to install a Fire Department Connection Security Cap, Knox Box, and Knox Pad Lock or to provide a key box within 30 days of the date required under the directions of this ordinance enables the Borough to install said device or equipment at the owner's expense.
- (2) Any violation of this ordinance by any owner or operator is hereby declared to be a misdemeanor offense subject to a fine of two thousand dollars (\$2,000.00). Each day that such violation shall continue after notification shall be considered separate violations carrying an additional penalty of one hundred dollars (\$100.00) per day.

**SECTION 2.** All Ordinances or parts or ordinances inconsistent herewith are hereby repealed as to such inconsistencies.

**SECTION 3.** If any article, section, subsection, paragraph, phrase, or sentence is for any reason held to be unconstitutional or invalid, said article, section, subsection, paragraph, phrase or sentence shall be deemed separable.

**SECTION 4.** This Ordinance shall take effect upon final passage and publication in accordance with law.

I HEREBY CERTIFY this to be a true and correct Ordinance of the Mayor and Borough Council of the Borough of Florham Park introduced on July 19, 2011, and will be further considered for adoption after Public Hearing held on August 16, 2011, at 7:00 p.m. in the Municipal Building located at 111 Ridgedale Avenue.

INTRODUCED: July 19, 2011

ADOPTED: August 16, 2011

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R. Scott Eveland, Mayor

ATTEST:

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Sheila Williams, R.M.C., Borough Clerk