

Chapter 193 of Town Code: KEY BOXES

[HISTORY: Adopted by the Town Board of the Town of Guilderland 3-16-1999 by L.L. No. 2-1999. Amendments noted where applicable.]

**Section 193-1. Findings and purpose.**

- A. The Town Board of the Town of Guilderland has been advised by the town's Fire Chiefs of the need to consider a key box local law.
- B. A key box local law provides for the placement in secured, locked containers of keys to important areas within a structure and information that may be vital and necessary to the health, safety and welfare of the occupants and the responding fire fighters. Access to those key areas and advance knowledge of their location and the location of hazardous or potentially hazardous materials enhances the responding fire company's abilities to preserve and protect lives and property.
- C. The purpose of this chapter is to speed the access to buildings for responding fire companies and limit the amount of potential physical damage to structures brought about by the need to access a building or structure promptly to save lives, prevent injuries and protect property.

**Section 193-2. Key box required; exemptions.**

- A. All buildings located within the Town of Guilderland having an automatic fire alarm system or a fire sprinkler system shall be equipped with a key box.
- B. One- and two-family dwellings and buildings having a twenty-four-hour, seven-day-per-week security guard with access to all areas shall be specifically exempted from the requirements for a key box. [Amended 1-15-2002 by L.L. No. 1-2002]

**Section 193-3. Type and location.**

- A. The key box shall be of UL type approved by the Town of Guilderland Fire Prevention and Inspection Department and the chief fire official.
- B. The key box shall be located in a location approved by the Town of Guilderland Fire Prevention and Inspection Department, within unobstructed view of the main entry and shall be mounted six feet above grade.

**Section 193-4. Contents.**

The key box shall contain the following:

- A. Keys to locked points of egress, interior and exterior.
  - B. Keys to locked mechanical and sprinkler riser rooms.
  - C. Keys to locked electrical rooms.
  - D. Keys to elevator controls and fire alarm control panels.
  - E. Keys to other areas as directed by the Town of Guilderland Fire Prevention and Inspection Department.
  - F. Access codes to digital keypads.
- Hazardous materials information, including material safety data sheets for materials located within the

- G. building.
- H. Other pertinent data as directed by the Town of Guilderland Fire Prevention and Inspection Department or the chief fire official.

**Section 193-5. Time for compliance.**

- A. All existing buildings covered by this local law shall comply within 18 months of the effective date of this chapter.
- B. All new construction covered by this local law, including buildings currently under construction as of the effective date, for which no certificate of occupancy has been issued, shall comply immediately.

**Section 193-6. Penalties for offenses. [Added 1-15-2002 by L.L. No. 1-2002]**

Failure to comply with any portion of this chapter shall be deemed a misdemeanor, and the violator shall be liable for a fine of not less than \$500 nor more than \$1,000, and each day such violation continues shall constitute a separate offense.