

**CITY OF MAUSTON
ORDINANCE 2021-2047
AMENDING KEY LOCK BOX ENTRY SYSTEM FOR PARTICULAR STRUCTURES**

The Common Council of the City of Mauston, Juneau County, Wisconsin, does hereby amend and ordain Chapter 12, Article I, Section 12-1 of the City of Mauston Code of Ordinances as follows:

Sec. 12-1. Key lock box entry system.

- (a) *Key lock box system required.* The owner, lessee, tenant, or other party in control of a structure or an area that is difficult to enter because of secured openings or where immediate access is necessary for life-saving or firefighting purposes, shall install a key box in an accessible location approved by the fire chief and/or police chief.
- (b) *Structures covered by this section include:*
- (1) Commercial and/or industrial structures protected by an automatic alarm system or automatic fire suppression system, or such structures that are secured in a manner that restricts access during an emergency;
 - (2) Any mercantile, commercial or business occupancy
 - (3) Multifamily residential structures of four or more dwelling units that have restricted access through locked doors and have a common corridor for access to the living units;
 - (4) Multifamily units containing five or more dwellings
 - (5) Places of assembly, governmental structures and nursing care facilities; and
 - (6) Other structures as deemed necessary by the fire chief and/or police chief.
- (c) *Application for exemption:* Owners and/or parties responsible for structures covered by this ordinance may request an exemption by completing and submitting the Application for Exemption Form to the Fire Chief. The exemption request will be reviewed by the Ordinances, Licenses, and Permits Committee who shall forward their recommendation to the Common Council for final action. The type of structures that may be considered for exemption include:
- (1) Any building or site with 24-hour, seven day a week on-site staff or guard service.
 - (2) Any building or structure designed to house materials or property that poses a legitimate security exception, such as a financial institution or bank.
- (d) *Purchase, installation and maintenance of key lock box.* The type of key lock box system to be implemented within the city shall be a Knox Company Knox-box fire/police Rapid Entry product Series 3200 key lock box. Installation shall be supervised by the fire chief or his designee. It shall be the responsibility of the owner, lessee, tenant or other party in control of a structure or area to:
- (1) Order a key lock box directly from the Knox Company website (<https://www.knoxbox.com>), Payment can be made online by credit card.
 - (2) Arrange for fire department personnel to inspect access keys at the time of key box installation and to lock said keys inside the key lock box.
 - (3) Assume all costs involved in the installation of the key box.
 - (4) Keep the key box in good repair.

- (5) Ensure that all keys contained in key box are those currently in use in the structure or area. If keys are changed, arrangements must be made for fire department personnel to visit the facility, open the box, inspect the change of keys, and then lock the box.
- (e) *Key lock box location.*
- (1) The key lock box shall be located near the recognized public entrance, adjacent to the fire annunciator panel, on the exterior of the structure, or above the fire department connection (FDC), when occupancy is serviced by fire sprinkler system with internal control valves and wall mounted FDC.
 - (2) The key lock box shall be located at a height of not less than four feet and not more than six feet above final grade.
 - (3) No steps, displays, signs or other fixtures, or structure protrusions shall be located under the box which could allow intruders to access the box without assistance, or hinder access to the box during emergency response.
 - (4) Flush mounted or surface recessed installation will be permitted, provided that the key box is clearly marked.
 - (5) The fire chief, or his designee, is authorized to modify the foregoing requirements on a case-by-case basis.
- (f) *Key lock box contents.* The box shall contain the keys for the areas listed in this section as they apply to each structure. The keys shall be labeled so as to be easily identified in the field.
- (1) *Commercial, industrial and mixed occupancy structures.*
 - a. Master building key that provides access to all business units, mechanical rooms, sprinkler control rooms, fire protection devices, and fire alarm system panels. In lieu of master keys, keys to all locked areas must be provided.
 - b. Elevator keys.
 - c. All areas specified by the fire chief during the plan review process.
 - (2) *Multifamily units (five or more dwellings).*
 - a. Alarm room and/or area where alarm panel is installed.
 - b. Alarm panel.
 - c. Master building key that provides access to all units, mechanical rooms, sprinkler control rooms, fire protection devices, and fire alarm system panels. In lieu of master keys, keys to all locked areas must be provided.
 - d. All areas specified by the fire chief during the plan review process.
- (g) *Installation and enforcement dates.*
- (1) *New construction.* All newly constructed structures subject to this section shall have the key lock box installed and operational within ten days of the issuance of an occupancy permit.
 - (2) *Existing structures.* All structures in existence on the effective date of the ordinance, from which this section is derived and subject to this section, shall have six months from the effective date of the ordinance to have a key lock box installed and operational or be subject to the penalties outlined in subsection (i) of this section.

