



Clinton Township & Lebanon Borough

Bureau of Fire Safety Office of the Fire Marshal

Knox Box Ordering Instructions for Physical Clinton Township Locations

1. **Visit:** www.knoxbox.com
2. **Select:** Click the “Buy Button” on the upper right of the web page.
3. **Search:** Enter “Clinton Twp Div of Fire” into the search box where its states “enter department name”. Then click search.
4. **Select:** Click the “Select department” button for the Clinton Twp Div of Fire in Annandale, New Jersey 08801-3065.
5. **Select:** Select and purchase the box that is right for your business or organization.
6. Once purchased it will be approved on our end for finalization.

Knox Box Ordering Instructions Physical Lebanon Borough Locations

1. **Visit:** www.knoxbox.com
2. **Select:** the “Buy Button” on the upper right of the web page.
3. **Search:** Enter “Lebanon Borough Fire Co” into the search box where its states “enter department name”. Then click search.
4. Click the “Select department” button for “Lebanon Borough Fire Co”.
5. **Select:** Select and purchase the box that is right for your business or organization.
6. Once purchased it will be approved on our end for finalization.

Installation

1. It shall be installed per the manufacturer’s instructions, Municipal Ordinance and/ or other instructions from the Fire Marshal, Fire Chief, or their designee.
2. It shall be the owner’s responsibility to install the Knox box.
3. Copies all keys/access cards for all area access shall be made and **labeled clearly** to identify their use.
4. Keys for Fire Alarm Panel, Pull Stations or other similar devices shall be provided as well with labels.

Municipal Ordinance - Article II: Rapid Entry Systems.

§ 133-13 When required.

- A. All buildings within the Township of Clinton having an automatic fire detection or suppression system shall be equipped with a rapid entry key lock box. However, this requirement shall not apply to owner occupied one- and two-family dwellings identified by the Uniform Construction Code (N.J.A.C. 5:23 et seq.) as R-3 and R-4.
- B. All commercial and industrial properties within the Township of Clinton protected by fences, gates, and related barriers presently secured by using a padlock, or electronically operated or automatic gates or other control circuits shall be equipped with a high security padlock or high security key switch as approved by the Fire Chief. The high security padlock and key switches shall be located as set forth in § 133-15 of this chapter and in a manner as directed by the Fire Chief and/or Fire Marshal.

§ 133-14 Rapid entry key lock box, high security padlock and key switch types.

The rapid entry key lock box and high security padlock and key switches shall be Underwriter Laboratories (U.L.) certified and approved by the Fire Chief.

§ 133-15 Location.

The rapid entry key lock box shall be located at or near the main entrance to the building or property. The key lock box shall be mounted at a minimum height of five feet and a maximum of six feet above final grade.

§ 133-16 Key lock box contents.

The key lock box shall contain labeled keys, easily identified in the field, to provide access into the property and/or building and to any locked areas within said building, and as may be further directed by the Fire Chief.

§ 133-17 Compliance.

All existing buildings shall comply with the provisions of this article. All newly constructed buildings, not yet occupied, or buildings currently under construction shall comply with the requirements of this article prior to the fire detection or fire suppression system being accepted and approved for service.

133-18 Violations and penalties.

Any property or building owner failing to comply with, or in violation of the terms of this article shall, upon conviction thereof, be punishable by a fine not to exceed \$1,000 and/or by imprisonment for up to 90 days, and/or by a period of community service not exceeding 90 days, in the discretion of the court. Each and every day that such a violation continues shall be considered a separate and distinct violation of this article.

New Jersey Administrative Code

N.J.A.C. 5:70-3, 506.1 Where required.

Where access to or within a structure or an area is restricted because of secured openings or where immediate access is necessary for life-saving or fire-fighting purposes, the *fire code official* is authorized to require a key box to be installed in an *approved* location. The key box shall be of an *approved* type listed in accordance with UL 1037, and shall contain keys to gain necessary access as required by the *fire code official*.

N.J.A.C. 5:70-3, 506.1.1 Locks.

An *approved* lock shall be installed on gates or similar barriers where required by the *fire code official*.

N.J.A.C. 5:70-3, 506.2 Key box maintenance.

The operator of the building shall immediately notify the *fire code official* and provide the new key where a lock is changed or rekeyed. The key to such lock shall be secured in the key box.