

Lock boxes approved by Palatka Fire Department will be required on all commercial buildings equipped with a fire alarm or a fire suppression system. In addition, any commercial building over 10,000 square feet, regardless of fire safety equipment, will also be required to install a lock box. (derived from 2007 Florida Fire Prevention Code, NFPA 1, Chapter 18.2.2).

Lock boxes designed and listed for emergency key access use and approved by a city fire official will be required on commercial buildings in the City of Palatka as indicated in this document.

New commercial buildings requiring a lock box must install it during the construction phase and all required keys must be in place in the lock box prior to occupancy. Existing commercial buildings that require a lock box must install a lock box within 90-days of adoption of this requirement or within 60-days of the next routine fire inspection wherein a lock box would be required. Existing commercial buildings in the county's jurisdiction that are annexed into the City of Palatka will have 30 days after final annexation to install a lock box.

Lock boxes shall be appropriate size to contain the following:

- Master keys to each occupancy and/or building (including clubhouses, laundry facilities, etc.)
- Keys to all mechanical and electrical rooms
- Keys to fire alarm panel(s)
- Keys to reset fire alarm pull stations (if necessary)
- Keys to reset smoke detectors (if necessary)
- Keys for Fire Service on elevator
- Business cards with after-hours emergency contact numbers for each occupancy
- The code(s) for silencing and resetting any fire alarm systems shall be written on the back of the business card(s) for each occupancy.

Key lock boxes shall be installed as follows:

1. **Detached Commercial Buildings** – Installed on the exterior wall of the building within one foot of the left side of the main public entrance door at a height of five (5) feet.

- A city fire official may be contacted if it is not possible to install the box at this location
- The city fire official will make a determination as to the location where the box will be installed
- Large commercial buildings with separate electrical, mechanical, or system rooms at the rear of the building may be required to install an additional lock box at the location of these rooms.

2. **Multi-occupancy commercial buildings** (such as a row of stores, multi-office building, etc.)

- a) Only one lock box on the main public entrance side of the building (usually the address side) will be required containing keys for all occupancies in the row of stores unless extenuating circumstances exist to require multiple boxes as determined by a city fire official.
- b) This box shall be installed on the exterior wall of the building within one foot of the left end of the side of the building containing the main public entrance (as you are facing the main entrance) at a height of five (5) feet.
 - A city fire official may be contacted if it is not possible to install the box at this location
 - The city fire official will make a determination as to the location where the box will be installed
 - Large commercial buildings with separate electrical, mechanical, or system rooms at the rear of the building will be required to install an additional lock box at the location of these rooms.

3. **Multi-family complexes** (such as apartments, townhouses, condos, etc.)

1. Only one lock box will be required for the complex, unless extenuating circumstance exist to require multiple boxes as determined by a city fire official.
2. This box shall be located at the main entrance to the clubhouse, installed on the exterior wall of the building within one foot of the left side of the main public entrance door at a height of five (5) feet.
 - A city fire official may be contacted if it is not possible to install the box at this location
 - The city fire official will make a determination as to the location where the box will be installed.

Wiring of Lock Boxes

The wiring of installed lock boxes is permitted as follows (in preferential order):

- (1) May be wired into the building's burglar alarm system.
- (2) May not be wired at all.
- (3) If wired into the building's fire alarm system, it must be its own zone and specific instructions for notification of law enforcement and not fire department must be demonstrated.

Applications for the purchase of this equipment are available from the City of Palatka Fire Marshal. (386-329-0122)

Each box that is purchased to be installed within the City of Palatka will be keyed to accommodate Palatka Fire Department's key. Building owners or occupants will not have a key to the box.

The owner or developer shall notify the Fire Department (352-394-7662) after the box has been installed and all required keys are available.

A Fire Department representative will meet a representative of the building at the site to lock the keys in the box.

Whenever any keys, codes, or emergency contact numbers are changed, the Fire Department shall be notified so a Fire Department representative can unlock the box and replace the changed items.