

## Lock-box Requirements:

On May 20, 2015 the commissioner of Bartow County signed into the ordinances of the county a lock-box ordinance. This ordinance allows for secure locking devices to be placed on certain buildings and premises in order to provide a rapid means of entry by the fire department.

If you have any questions please contact the Division of Fire Prevention of the Bartow County Fire Department at 678-721-5495.

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### Buildings and premises where these devices are to be placed and contents of the box include:

- A. All new commercial and industrial buildings.
- B. All existing buildings where a change of occupancy takes place.
- C. Existing buildings equipped with an automatic fire or smoke alarm system, a sprinkler system or other automatic extinguishing system within one year after the adoption of the ordinance.
- D. Any premises with manual or power operated gates necessary to be opened for emergency access and where security personnel may not be available to provide immediate entrance.
- E. All existing structures undertaking additions, alterations or repairs which shall cause the same to conform to current provisions of any of the building or property codes or ordinances of Bartow County.
- F. Any location deemed necessary by the fire chief or fire marshal.

#### *Exceptions to the above include:*

- a. Unsecured commercial buildings occupied twenty-four hours a day*
- b. One and two family dwellings. Providing that owners/occupants of one and two family dwellings will not be prohibited from installing appropriate lock boxes as approved by the Fire Marshal.*
- c. Any building owned or occupied by a state or federal unit of government.*
- d. Individual apartments or rented rooms in residential occupancies.*
- e. Where not possible or feasible to install a lock box, such as on a fence or gate, a padlock or suitable device purchased from the approved lock box company shall be used.*

The lock box will contain easily identified labeled keys to provide entrance to the building and access to all parts of the interior.

If the building is equipped with elevators, an elevator key will be in the box or a box next to the elevator.

Material safety data sheets (MSDS) and/or other relevant data will be required to include locations and amounts of material.

A card or sheet with information for a minimum of 3 emergency contacts for each business will also be included.

The box will be installed on the opposite side of the hinged side of public entrance no lower than 4 feet and no higher than 6 feet and at such other locations as deemed necessary by the fire marshal.

All Fire Department Connections and Standpipes will be provided with appropriate FDC plugs, caps, and fittings with locking devices, approved by the Fire Chief. These will be provided for all new sprinkler and standpipe installations and when the installation of lock boxes are mandatory in existing buildings.

### Instructions for ordering locking boxes and devices:

1. Go on-line to [www.knoxbox.com](http://www.knoxbox.com)
2. Click: Products/Place Order
3. Find the Bartow County Fire Department by typing the name in the block labeled "Department Name or City".
4. Select your department. You will notice the eApproval symbol.
5. Click the box which says: "Proceed with Pre-Authorization Order".
6. Add the desired product(s) to the cart.
7. Add the installation address details.
8. Submit for eApproval.
9. Monitor your e-mail. Once the Bartow County Fire Department has approved your submission, you will receive another e-mail with an approved shopping cart link. Click the link in your e-mail and follow the online instructions to complete the purchase.