



TOWNSHIP OF BETHLEHEM

Board of Commissioners

MUNICIPAL OFFICES
4225 Easton Avenue
Bethlehem, Pennsylvania 18020-1496

Phone: 610.814.6430
Fax No: 610.814.6445
www.bethlehemtownship.org

RE: Key Box Requirements

Dear Property Owner, Applicant or Other Designated Agent:

Bethlehem Township Ordinance No. 08-09, amending Chapter 7 Prevention and Fire Protection, Part 2 Fire Prevention and enacted on July 20, 2009, adopts the most current edition of the International Fire Code as the Bethlehem Township Fire Prevention Code. Section 506 of this code requires that buildings with secured openings shall be equipped with a key box approved by the fire code official. Please note that the fire code official for Bethlehem Township has been designated as the Fire Marshal.

Bethlehem Township approves the use of the Knox Rapid Entry Systems which offers a variety of types and sizes of entry systems that will suit your needs. The Fire Marshal has the authority to require a specific size that suites your property. Knox offers both recessed and surface mounted key boxes. Although recessed or surface mounted preference is not enforceable, we do recommend the recessed mounted boxes as they reduce tampering and are less exposed to physical damage. You may obtain a copy of the authorization/order form from the Bethlehem Township Fire Marshal. Please phone 610-814-6475 for the Fire Marshal or email at akelly@bethlehemtownship.org.

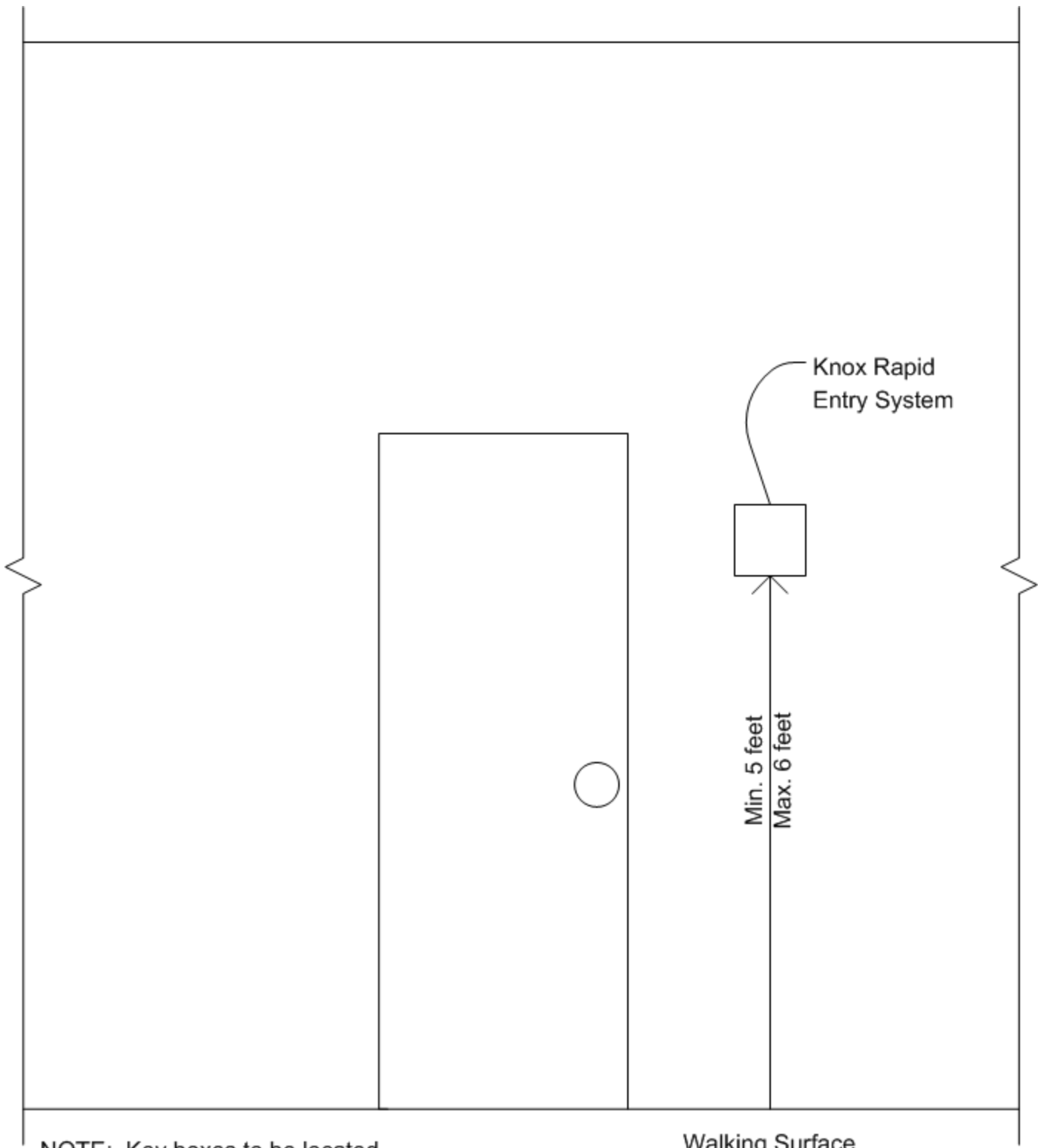
Once you receive your Key Box it must be installed in an approved location. For fire and emergency services purposes the box(s) should be mounted in an unobstructed area of the exterior wall close to the main entrance. The front of the key box shall face the roadway. All key boxes are equipped with red reflective tape located on the front of the box. Fire and emergency services personnel rely on the reflection during hours of darkness to locate the box. Therefore, the box must be mounted so that the reflective tape will be readily visible to fire and emergency personnel. Mounting height for key boxes should be a minimum of 5 feet and a maximum of 6 feet above the walking surface to the bottom of the key box (See illustration 1.1 attached). Once the box has been mounted you will require the assistance of the Bethlehem Township Fire Marshal or other designated fire department representative to lock your key(s) and other contents in the box. The following items and information must be located in the key box:

1. Key(s) or swipe cards that will operate all lockable doors of the building both interior and exterior. Each key is to be securely attached to a durable tag which identifies the door(s) it will operate. Swipe cards are to be appropriately marked.
2. As a minimum, two emergency contact persons with a reliable phone number so that these individuals can be reached immediately in an event of an emergency.
3. A list of hazardous materials, if any, and their quantities and location. It is suggested that locations be identified on a floor plan contained within the key box or at some other designated location inside the structure.

Should you have any questions or require further assistance please contact the Bethlehem Township Fire Marshal.

Sincerely,

Angela Kelly
Fire Marshal / EMC



NOTE: Key boxes to be located on the left or right side of the main entry.

Walking Surface

Illustration 1.1