Keys & Locks

Purpose of the policy

* To maintain co-op security

Policy

1. The co-op will assign each unit a set of keys to the unit and building for each member/associate member, plus one spare set. Additional keys requested by a member will be issued at the members expense.  
  
2. The co-op will provide each unit with two mailbox keys, one co-op facility (storage closet) key, and one garbage lock key.  
  
3. Membership Committee will track co-op keys.  
  
4. Suite skeleton keys will be cut, signed out, and held by the co-op as follows:

* Maintenance Committee representative (Maintenance Coordinator)
* designated member if Maintenance Committee representative is not a resident.
* a Board member.

5. A member may not change unit door locks without written permission of the Membership Committee. New locks must be keyed to the suite skeleton key.  
  
6. A member must receive written permission from the Maintenance Committee to install additional security locks or devices. The member will be responsible for any damage or replacement costs that result from accessing their unit in an emergency. One copy of keys to additional locks must be provided to the Maintenance Coordinator.  
  
7. Unit door locks will be changed when a unit becomes vacant.  
  
8. When a member transfers to another unit, their previous unit door locks will be transferred.  
  
9. A member must immediately report the loss of any co-op key to Membership Committee. (2008-9-16)

Procedures needed to carry out this policy

1. All co-op members will be advised of who holds suite skeleton keys. These keys can be used: to access units in an emergency to admit members and residents to their own unit to access a unit for repair or inspection with the written or verbal consent of the member, and for non-emergency access (refer to Occupancy Agreement)  
  
2. log for front door key access (ie. hydro, etc)  
  
3. procedure for lost key or member finding themselves locked out.  
  
4. where information about who has suite skeleton keys is kept  
  
5. procedure for clarifying member responsibility if lock is not keyed to the suite skeleton key.

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