Keys and locks

Purpose of the policy

To protect member and co-op property through the control of unit and building access and the issuing of keys.

Policy

1.   The co-op will provide each unit with two sets of keys to the unit. Additional keys requested by a member will be issued at the member's expense.

2.   The co-op will provide each unit with two mailbox key.

3.   Three master keys will be cut, signed out and issued in the co-op as follows:

   ■   one master key will be kept in a secured location in the co-op office, and
   ■   one master key will be provided to each of two designated Board members.

4.   The master key may be used by designated Board members:

   ■   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 consent of the member, and
   ■   for non-emergency access (refer to Occupancy Agreement Section 25.03).

5.   A member may not change unit door locks without written permission of the board of directors. New locks must be keyed to the master key.

6.   The co-op will provide each unit with one key to the co-op's Common Building to access the laundry room**.**

7.   A member must receive written permission from the board of directors 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.

8.   Unit door locks will be changed when a unit becomes vacant.

9.   When a member transfers to another unit, their previous unit door locks will be transferred.

10.   A member must immediately report the loss of any co-op key to the co-op and will be charged for additional sets of keys

Policy approved by general meeting:

Replaces policy dated:

Procedures needed to carry out this policy

1.   Key register for sign-out and sign-in.

2.   Charges for key and lock replacement, and re-keying.

3.   Protocol for issue of master key.

4.   Request form for lock changes or key replacement.

5.   Identification of co-op locks which require keys that cannot be copied without co-op permission.

6.   Other relevant co-op polices, e.g. inspections.

7.   Election and/or appointment of designated key holders.

Options

Options: Point # 1

Change "unit" to "member" if you wish to provide every member with sets of unit keys.

Delete "two" and insert the number of sets of keys assigned to each unit or member.

Add "and lobby entrance" if your co-op has one.

Delete "Additional keys requested by a member will be issued at the member's expense" if your co-op provides only the number of key sets specified in Point #1.

Note: Keys designated as 'do not copy' may have to be copied and issued by the co-op or by a member who has written permission from the co-op identifying the key(s) and number of keys that may be copied.

Delete "at the member's expense" if your co-op pays for additional keys.

Options: Point #2

Change "unit" to "member" if you wish to provide every member with a mailbox key.

Delete "one" and insert the number of mailbox keys assigned to each unit or member.

Delete Point #2 if there are no mailbox keys and re-number.

Options: Point #3

Delete "three" and insert the total number of master keys your co-op will have.

Delete "one" and insert the number of master keys that will be kept in your co-op office.

Delete "two" and insert the number of designated members who will be assigned a master key.

Options: Point #6

Change "unit" to "member" if you wish to provide every member with access keys.

Delete "one" and insert the number of access keys assigned to each unit or member.

Choose and add the type of access keys which will be assigned.

Option: Point #10

Delete "and may be charged for additional sets of keys" if your co-op does not charge for key or lock replacement, or re-keying.

Note: Some co-ops use programmable or non-programmable access codes and cards instead of keys. Your co-op will want to develop an access policy to reflect the use of access cards or access codes.