
ABC Housing Co-op

Keys and locks policy

Purpose of the policy

To control unit and building access and issuing of keys in order to balance:

- protection of member and co-op property, with
- ensured access to adequately maintain the co-op's property

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. 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 members.
3. The master key may be used by designated members:
 - to access units in an emergency
 - to access a unit for repair or inspection with the consent of the member, and
 - for non-emergency access (refer to Occupancy Agreement Section 22.03 Entry for non-emergency).
4. 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.
5. The co-op will provide each unit with one key to the co-op's storage room.
6. 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, replacement costs, or additional costs that result from accessing their unit in an emergency.
7. Unit door locks will be changed when a unit becomes vacant.
8. A member must immediately report the loss of any co-op key to the co-op and may be charged for additional sets of keys or the costs to rekey locks and reissue new keys.



Policy approved: March 18, 2025

Replaces policy/policies dated: April 4, 2014

Procedures needed to carry out this policy

1. Key register for signout and signin.
2. Charges for key and lock replacement, and rekeying.
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 policies, e.g. inspections.
7. Appointment of designated key holders.

