

# ROYAL CITY HOUSING CO-OPERATIVE

## **OFFICE & KEY POLICY - 2022.3**

Approve by the Board of Directors \_\_\_\_\_ 2022

Confirmed by Members \_\_\_\_\_ 2022

## *OFFICE & KEY POLICY*

### **1. NO PERSONAL USE OF OFFICE**

- a. Sector Readings & Resource Materials may be requested and signed out of the office
  - i. A form will be provided as to maintain a list of what materials are out and to be signed when returned

### **2. OFFICE KEYS ARE RESTRICTED TO:**

- a. Coordinator/ Property Managers
- b. Bookkeeper
  - i. The bookkeeper shall only pass the key on to the Coordinator/ Property Manager

### **3. OFFICE DESK DRAWER KEY IS RESTRICTED TO:**

- a. Coordinator/ Property Managers
- b. Bookkeeper
  - i. The bookkeeper shall only pass the key on to the Coordinator/ Property Manager

### **4. COMPUTER USE IS RESTRICTED TO:**

- a. Coordinator/ Property Managers
- b. Bookkeeper

## ***KEY CONTROL POLICY***

1. All keys are the property of the Co-operative. The Co-Ordinator/Property will issue each Co-op household a unit key and a mailbox key, and each member a common area access key when an “Occupancy Agreement is signed, payment arrangements made, and security deposit received. Each member will sign for the keys given to them.
  - a. Upon move out, all keys must be returned to the Co-Ordinator/Property Managers, or the office mailbox.
  - b. The Co-op can retain member’s security deposit until all keys are returned.
  - c. Lost keys may be replaced at a cost
    - i. \$50.00 for each common area key
    - ii. \$10.00 for unit and/or mailbox key.
    - iii. This fee may be waived or reduced with approval of the Board.
    - iv. Additional common area keys can be requested in writing to the Board of Directors. There is a deposit of \$50.00 for each common area key issued.
2. The deposit of \$50.00 is refundable under the following conditions:
  - a. If the key is returned (whether on move-out or change of circumstances).
  - b. If the person for whom the key is intended becomes a member of Royal City Housing Co-operative.
3. Common area keys requested for long-term guests will be considered case by case, and if approved by the Board of Directors the same policy will apply. If the guest key is lost or not returned the member of the unit will be held responsible.
4. Members who hold an elected or appointed position on behalf of the Co-op will be allocated keys according to this Schedule.
  - a. A key allocation record will be maintained by the Co-Ordinator/Property Managers.
  - b. Allocated keys must be signed for by the member and returned when the term of office or position ends.
5. Members who are allocated keys, under the below schedule may loan a key to another member of their committee or work crew to allow them to perform a task on behalf of the Co-op.
6. **LOCK BOX KEY FOR UNIT KEYS MAY NEVER BE LOANED OUT**

<b>Keys</b>	<b>Key Holder</b>	<b>Special notes</b>
<b>Office</b>	Coordinator/ Property Managers Bookkeeper	
<b>File Closet</b>	Co-Ordinator/ Property Managers	
<b>Lockbox for Unit Keys</b>	Coordinator/Property Managers, Maintenance Contractor and Maintenance Chair, President and Coop Emergency Contact person	Secure in Water Meter Room to be reviewed at least after each election or upon motion by any Director and/or the Co-Ordinator
<b>Tool Room, Cleaning Supply Room, &amp; Storage Sheds, Electrical Room, Air Make-up , Water Meter Room Maintenance Room (upper hallway)</b>	Coordinator/Property Managers, Maintenance Contractor and Maintenance Chair, President and Coop Emergency Contact person	
<b>Fire Alarm Panel</b>	Coordinator/Property Managers, Maintenance Contractor and Maintenance Chair, President and Coop Emergency contact person Fire Alarm Monitoring Company	
<b>Laundry Collection Supply Drawer</b>	Co-Ordinator/Property Managers	

<b>Special Cases</b>	
<i>Hydro Company</i>	Common Area Access Key, Water Meter Room & Electrical Room
<i>Fire Department</i>	Common Area Access Key, and all other areas where fire might be situated. (As requested by the Fire Department)
<i>Bookkeeper</i>	Office Key, Common Area Access Key, filing cabinet key, and office desk key
<i>Cleaning Contract Person</i>	Common Area Key, Cleaning Supply Room, and Maintenance Room Upper Hallway