

MO-12 Key Control Chart Instructions

This form is used to protect our residents against unauthorized persons from gaining access to a unit. For example, there have been cases where a burglar has broken into the office, stolen the keys to a specific unit, and then gone into the unit and raped the resident. For this reason a key coding system is very important.

HOW

The numbers in the left hand column of the chart correspond to the hook numbers on the key board. Write the unit number for the keys that actually are hanging on the hook, in the space next to the hook number (on the chart). Also write the hook number on the keys (or key tag). The hook number must always be different from the unit number which the keys are for.

Managers should be careful not to allow unauthorized persons to know where the Key Code Chart is kept. Preferably, it should be kept in a file which is in a drawer or file cabinet that can be locked when the manager is not in the office. Only employees in a supervisory position, and those responsible for emergency maintenance service should have access to the Key Code Chart.

EXAMPLE

Hook Number	Unit Number
1	99
2	100
3	101
4	102
5	103
6	104

Keys should be tagged with the "hook number", not the unit number.