

# Multifamily & Senior Living Key Control Policy Checklist



Policy explains purpose and importance of key control

Policy identifies who it applies to

Roles and oversight responsibilities are defined

All key types are inventoried and tracked

Secure storage standards are documented

Key issuance and return process is defined

Vendor and contractor access is controlled

Lost key procedures are documented

Lock change criteria is established

Routine audits are scheduled

Electronic access management is defined if applicable

Emergency access protocol is documented

Staff training requirements are included

Consequences for violations are defined

Policy review schedule and approval are documented

***Smarter*** key control for  
***safer*** communities.

Contact HandyTrac to see how electronic key control can strengthen your security program, improve visibility, and support compliance across your community.

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