KEY PROCEDURES

Participant Guide

LIBERTY
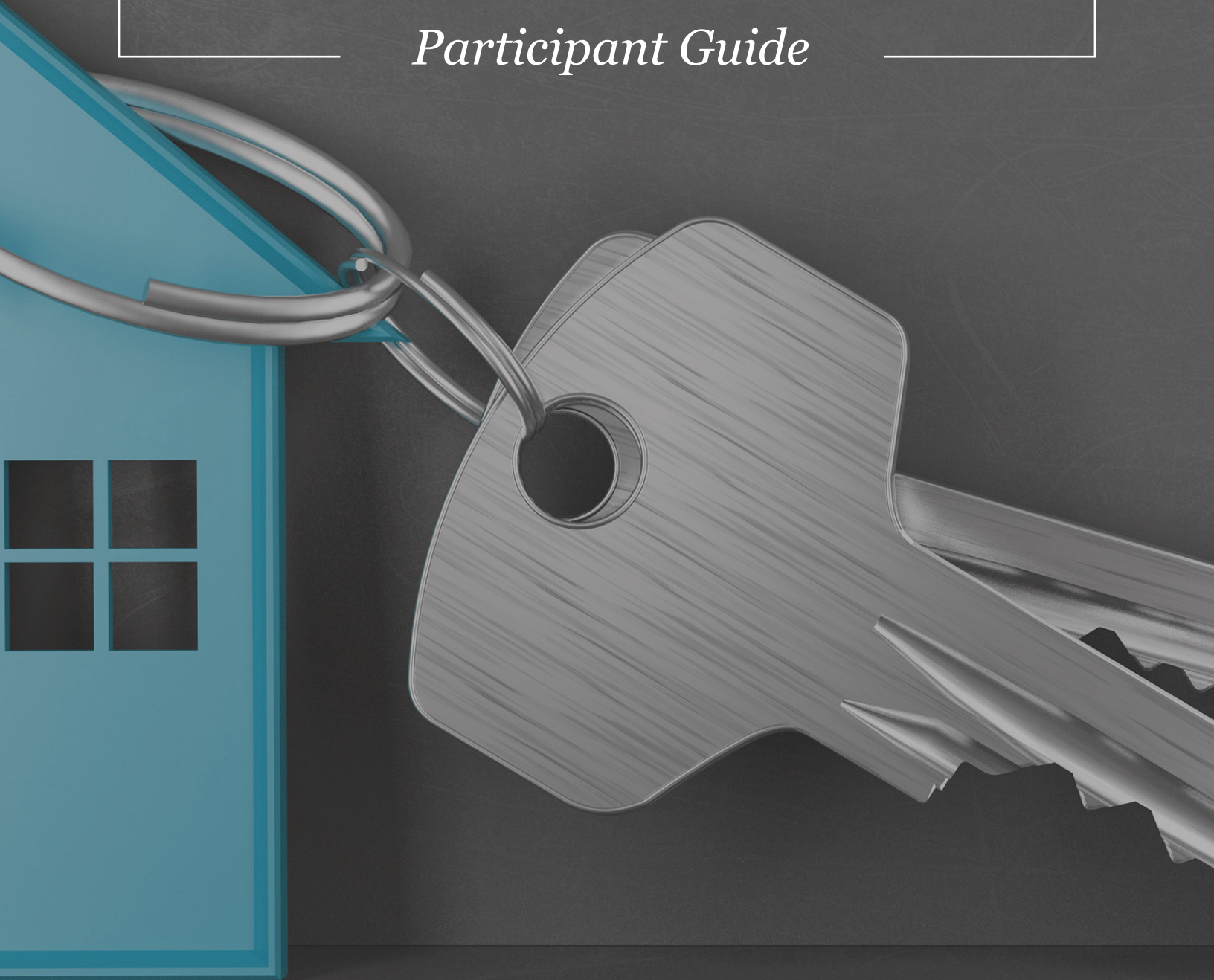MILITARY HOUSING

MISCELLANEOUS PROCEDURES

Key Security Procedures

Key codes cannot be posted on or near key cabinets or anywhere they could be found by non-LMH Team Members. Unit numbers, addresses or codes of any kind cannot be written on key tags, even with a grease pen. All outstanding keys must be returned to the key system by the close of business each day. A master key system cannot be used for occupied homes.

Vendor locks or lock boxes may be used for vacant homes. The lock or code must be documented in YARDI memos quarterly.

Only LMH Team Members working for the district are allowed access to the key system. Remove terminated or transferred Team Members immediately from the system.

Keys made may not be kept in locations other than KeyTrak or the key cabinet. This includes key packets for new move-ins.

A key inventory must be completed quarterly by running a Tag Inventory Report from the Administrative Security section of KeyTrak.

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