



9.5 Keys to Properties

Scope

- To ensure that the task of keys is not onerous for the organisation.

Policy

Given the number of properties SGCH manages, there are many sets of keys. To reduce storage requirements and the administration of key management, SGCH will only keep keys to:

- Common areas
- Electric meter boxes
- All supported accommodation
- Vacant properties.

If tenants are unable to access their property as they have misplaced their keys, they will need to organise their own assistance with a locksmith.

SGCH may arrange for a locksmith for a tenant who cannot pay up front. This must be charge must be paid off by the tenant.

Related policies

7.6 Tenant Charges