KEYSURE

SET UP INSTRUCTIONS FOR KEYSURE SYSTEMS FOR USE IN APARTMENT BUIDINGS

Please follow these simple rules for key security:

1. CODING

The KeySure system is based on a consecutive numbering system. Example: For a 100 unit building, number the KeyControllers 1 through 100. These numbers then become the code number for each apartment unit.

2. MASTER CODE LIST

Since most buildings have a computerized tenant list or rent roll, you can use this list and number it consecutively. Exercise caution. DO NOT keep the list with the keys.

3. KEY TAGS

Put each key on a numbered key tag corresponding to the apartment unit code established above. Key tags are an integral part of the system and serve to organize and identify individual keys. (The last thing you want is to be seen trying random keys in tenants' doors in order to identify them.)

4. APPLYING CODE NUMBER

Number the outside of the KeySure KeyController with the same number that is on the key tag.

5. SIGNATURES*

The tenant signs both interior surfaces where indicated. The signatures must be applied BEFORE the container is closed. The signatures on the inside insure the tenant's anonymity. (This applies only to the blue KeyControllers. See next page for ALTERNATIVE INSTRUCTIONS for the use of the red, yellow and clear KeyControllers.)

6. CLOSING THE CONTAINER

After the signatures are applied and the tagged key is placed inside, close the container with a squeezing action, until a snap is heard.
CAUTION: once closed, the container MUST BE BROKEN to gain access to the key.

7. MOTHER'S MAIDEN NAME

Have the tenant sign mother's maiden name on the outside of the container. This will allow a tenant to check up on a key without breaking the container, and serves to confuse anyone with criminal intent. (See Alternative Instructions next page.)

8. STORAGE

Carefully load the containers into the Wall or Drawer Cabinet(s), keeping them in numerical order. Good order will make it much easier to retrieve a key. Audit the key boxes on a scheduled basis to insure that they are all there and in order.
NOTE: The two-drawer cabinet comes with two forms of locking—a built-in keyed lock that locks both drawers, and a vertical locking bar. The vertical locking bar overlaps the drawers and prevents them from being opened. This locking bar requires a padlock. Some customers use "combination locks" on the locking bar, allowing the person in charge of the keys to control access to the cabinet without needing a key. The combination to the lock can be left in a KeyController. If that KeyController is opened, the combination can be changed. Changeable combination locks are available at local locksmiths.

9. SECURITY POLICY

Having a well thought-out written policy strengthens security. This written policy should be distributed to every tenant so that each tenant understands it and feels that he or she has been involved in the process of creating a safer and more secure environment.

*ALTERNATIVE INSTRUCTIONS
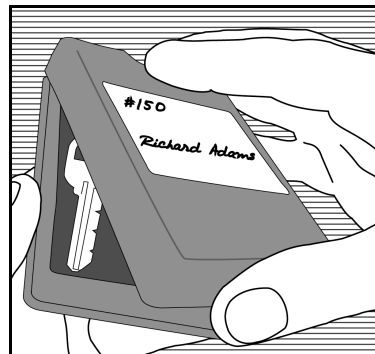**For Use of Red, Yellow and Clear KeyControllers**

We offer red, yellow and clear KeyControllers, which enable the color-coding of keys. All of the above instructions apply with the exception of the interior signatures and the use of the tenant's mother's maiden name. Adding a second signature (i.e., of the person in charge of the keys) on the exterior of the KeyController would provide additional accountability.

Some building managers have requested the System based on clear boxes so that they are able to see the key inside. Using clear KeyControllers rather than opaque ones could be less secure, but those in charge of creating the security policy must make that decision.
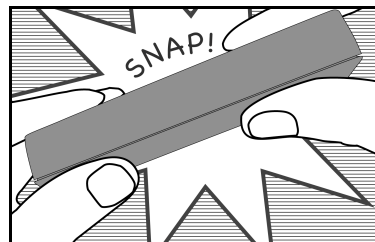
If you have any questions regarding these instructions or anything else about the KeySure KeyController and Systems, please feel free to contact us.

HOW TO USE A KEYCONTROLLER

1. Place the key inside.

2. Snap it shut.

3. Break it to open.