

Residential building lock and key security checklist



When it comes to building security, doors and locks are your first line of defense. Residents expect safe and secure buildings, and it is your job as a property manager to control access to your property and individual units. To help protect residents, it's essential to secure your building and provide appropriate means of egress in the event of an emergency. While apartments and condos have traditionally relied on key and lock systems, modern buildings are turning toward electronic access control systems (key fobs). Both of these systems have their advantages and unique security considerations.

Use the checklist below to help mitigate risks related to building security.

General Security

- Control access into the building by locking all exterior entrances, including accessible roof openings and doors to balconies and terraces.
- Create and communicate procedures for residents locked out of their unit.
- Keep utility rooms and other maintenance areas locked.
- Set up a system for changing unit locks before a new resident moves in. Be sure to collect any keys to common areas when residents move out.
- Mark all emergency exits clearly.
- Ensure that doors, door frames and moldings are secure. Frames must be free of loose, broken or deteriorated materials.
- Equip exterior access with self-closing doors that have automatic locks.

- Establish a process to identify visitors, guests and prospective residents, such as a secure log book or electronic file.

Traditional Doors and Locks

- Store all keys in a secure location and carefully control their distribution.
- Ensure that residents' doors are equipped with locks and are functioning properly.
- Label all keys appropriately. Keys to individual units and your building should be marked as "do not copy".
- Install deadbolts, safety chains and peepholes on residents' doors.
- Avoid using keys that work with multiple locks.

Electronic Access Control Systems

- Perform regular visual inspections of access control systems. Check all system components (e.g., keypads, reader doors and locks) record any issues and make repairs immediately.
- Run diagnostics on your access control system, noting any performance issues.
- Ensure that your access control system is adequately powered and is equipped with a backup power supply or other means to access the building.
- Clean access control panels and other components regularly.
- Review network connections of all door controllers.
- Collect key fobs at the end of a resident's lease. Reset the lock systems as needed.



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