

## LOCKS AND DOORS

### Deadbolt Locks

1. It is recommended that every effort be made to install deadbolts on each apartment front door.
2. Management must have two duplicate keys for each deadbolt. This is a fire code requirement in most areas, as well as a necessary emergency precaution.
3. If, however, a resident has already had a deadbolt installed, the resident is required to supply Management with a duplicate key.
4. All apartments (with the exception of specifically designated elderly/handicapped properties) shall be supplied with one-way locks (keyless deadbolts) installed on the inside of all exterior doors. This is in addition to any other locks that are currently on the doors. Residents will not be charged for these locks.

### Doors

All apartments shall be equipped with “peep-holes” in the entry doors.

### Request for Changing Locks

1. If a resident requests a lock to be changed, Management shall do so immediately. Management can **never** refuse to re-key locks if requested.
2. If a resident requests that a deadbolt lock be changed and a new one installed (in lieu of just re-keying), Management may charge the resident a fee.

### Window Locks

Each window shall be equipped with working locks at all times. Window locks shall be inspected at least semi-annually.

### Sliding Doors

Sliding doors shall be equipped with “Charlie bars” at all times and shall be inspected at least semi-annually.

### Peepholes

All front entrance doors shall be equipped with a “peep-hole” at a suggested height of 60” (inches) above the floor. If this is a handicap accessible unit, place an additional peephole at a suggested height of between 43” and 48” (inches) above the floor.