


**HOUSING DIRECTIVE**  
**01-13**

**TO:** Housing Management  
Housing Staff

**FROM:** Donald R. Savage 

**DATE:** February 12, 2013

**RE:** Security and Key Control

It has been HRDE's practice to continually evaluate and assess operating procedures to effectively and progressively provide property management guidance. With this in mind, HRDE and Unity Housing have recognized the need to emphasize security procedures at all HRDE-managed Unity Housing facilities. One issue which has surfaced is the distribution of entrance door keys. Who needs a key and who doesn't? Quite frankly, far too many keys to entrance doors have been issued at facilities around the State.

Effective immediately, without exception and relating to employees, only management and maintenance staff are authorized to be issued or possess keys to the entrance doors at all housing complexes managed by HRDE. In accordance, please retrieve all keys that have been issued or obtained from anyone who is not management or a member of the maintenance staff. Also, ensure that residents possess only those keys which have been issued by the Manager.

Thank you for your cooperation. If you have any concerns regarding this Directive, please contact me.

DRS/sm  
aft 4009, afl-cio