

The Leamington United Mennonite Home and Apartments

POLICY AND PROCEDURE

CATEGORY: Administration	SUBJECT: Keys	SECTION: K POLICY: 1
DATE: September, 2004 REVISION DATE: November, 2015	Signature: _____ ADMINISTRATOR	

KEYS

POLICY:

The following keys are locked in the Long Term Care Residence: General/Front Office for use by the Registered Staff in an emergency.

1. Homeview
2. Pickwick
3. Townhouse
4. Gardens

These keys are masters to allow emergency access into apartments and homes. NO ONE ELSE HAS ACCESS TO THESE.

Keys to Heritage Centre and Leamington United Mennonite Church are available in the LTC Residence General/Front Office(s) in case of disaster (evacuation centres).

The Registered Staff carry a Home's master key.

General access keys e.g. tuck shop, elevators, craft supplies, etc. are kept in the LTC Residence General/Front Office(s) and may be accessed when needed.