[Company name]

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Key issue log

Every key accounted for - who has it, which door, and when it came back.

Key issues

Date issued	Key no. / code	Door / area	Issued to	Signature	Date returned	Received by
[Date]	[Key no.]	[Door]	[Name]		[Date]	[Name]
[Date]	[Key no.]	[Door]	[Name]		[Date]	[Name]

Lost keys

Date lost	Key no.	Holder	Lock changed	Cost
[Date]	[Key no.]	[Name]	[Yes / No]	[£]

Authorisation

Keys are [company] property. Report loss immediately to [name / role]. A charge of [£ amount] applies for unreturned keys.

Sign-off

Key holder	Issued by	Date