



ACCESS TRACKING LOG

KEY MANAGEMENT PLANNER

CHECKOUT • RETURN • TRACK

This planner belongs to:

Key Sign-Out Sheet



ISSUED		KEY ID	ADDRESS	ISSUED TO (NAME)	REASON	RETURNED	
DATE	TIME					DATE	TIME
NOTES							

Master Key Inventory



KEY ID	DESCRIPTION (OFFICE / BARN / UNIT # / ETC)	ASSIGNED TO	STORAGE LOCATION	COPY MADE? (Y/N)	NOTES
NOTES					

Key Return Checklist



NAME	DATE RETURNED	KEY ID	CHECKLIST
			☐ ALL KEYS RETURNED ☐ KEYS UNDAMAGED ☐ RETURNED ON TIME
			☐ ALL KEYS RETURNED ☐ KEYS UNDAMAGED ☐ RETURNED ON TIME
			☐ ALL KEYS RETURNED ☐ KEYS UNDAMAGED ☐ RETURNED ON TIME
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NOTES:			



Thank You

FOR PREVIEWING!



You've just viewed a sample of this planner.
The complete version includes even more pages to help you
stay organized, plan with confidence, and reach your goals.

THE COMPLETE PLANNER INCLUDES:



FULL PLANNER

All pages and
sections
included



THOUGHTFULLY DESIGNED

Organized layouts
to keep you
on track



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