## **WSSU**

## **KEY TRACKING LOG**

WSSU's Key & Door Control Procedures require Department Heads (usually through a Building Coordinator or designee) and/or Supervisors to track issuances, returns, custody transfers, and lost, stolen or unreturned keys within the Department, and to provide a copy of the Departments Key Tracking Log to Locksmith Services when requested by the Director of Operations & Maintenance. The below form is an <a href="maintenance">example</a> of a possible tracking form. Each Department should adopt a form that meets its needs and serves the tracking and documenting function appropriately.

<u>Key</u>	<u>Key #</u>	<u>Name</u>	<u>Position</u>	Supervisor	<u>Location</u>	Date Issued	Date Returned