Key Sign-Out Sheet

Record every key that leaves the box. Sign when it goes out and when it comes back.

Location / key box: _____ **Sheet no.:** _____ **Reviewed by:** _____ **Week of:** _____

Key ID / Name	Taken by	Date out	Due back	Signature out	Date returned	Signature in

Fill in "Due back" on every line. Check the sheet weekly for keys past their due date with no return.

Free blank template from guardable.dev. Copy and print as many as you need.