



### APPENDIX B – Site Key Log

Once per year the site supervisor shall review all sign out sheets to confirm that they can account for all keys that have been assigned - i.e., keys identified as either signed out, physically accounted for, or missing/not returned. Should any keys be signed out to individuals or groups no longer associated with the facility, the site supervisor must document what steps they have undertaken to get the key returned.

School/Building: \_\_\_\_\_

Date: \_\_\_\_\_

Name (Print): \_\_\_\_\_

I confirm that I have reviewed all sign out sheets and all keys held by me for the purpose of signing out, and I (check one):

Confirm all keys/cards are accounted for

Have found the following keys/cards are not accounted for and/or should be returned:

Key #	Signed out to	Action taken to retrieve key/card

Signature: \_\_\_\_\_

Please return completed for to Manager of Facilities for your area