

Rule one: never write down the code itself. Record *that* someone holds the alarm code or gate code, never the digits — the log is meant to be left on a clipboard or shared drive without becoming a burglary instruction sheet.

Key / fob #	Area or door	Holder	Date issued	Date returned	Notes

Minimum columns to keep, whatever form your log takes: - What the key opens (be specific — “office” is not specific if there are three offices). - Who holds it, by name, not by role alone (“the office” issues no keys). - When it was issued. - When it was returned — the column that actually gets skipped, and the one that matters most at a staff transition.

This is a starting point, not legal advice. Employment law varies by state, and your annual conference may have policies that go beyond the Discipline. Before you rely on anything here for a hiring, firing, or compensation decision, run it past your conference office or chancellor.

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