Unit name
Key inventory

Date inventory was last updated	
Name of Key Coordinator	
Name of Designated Authority	

Building Name	Door number	Name of person key was issued to	Student or Employee Number	Position title	Was key issued permanently or temporarily?
		Last name, first name	*9 digits numeric*	*Official HR position title*	*Temp/Perm*

If temporary when is key to be returned to Key Coordinator	If Temporary issue - Has key been returned?
dd/mm/yyyy	*yes/no*