OSU Institute of Technology
Physical Plant Services Lockshop

Key Inventory Log

The Key Inventory Log is provided to identify the keys that each employee currently has in their possession. The sheet provided is for each unit leader to document each employee and their keys. The unit will retain a copy for unit records and return one to the Physical Plant Services Lockshop. **Note:** If an employee has more than one key, use as many lines as necessary.

Inventory Date: _____

Employee Name	**Building #**	**Key Symbol**