

BUILDINGWRENCH

KEY & ACCESS CONTROL LOG

Track issued keys, cards and controlled-access items.

FICTIONAL COMPLETED EXAMPLE — NOT AN ACTUAL RECORD

ISSUANCE LOG

Key / Card ID	Area / Access	Issued to	Date out	Approved by	Date returned	Condition / notes
K-101	Storage A	Alex Morgan	2026-10-01	Casey Lee	Not returned	Active; good condition
C-201	Office suite	Jordan Park	2026-10-01	Casey Lee	Not returned	Active; card working
K-102	Workshop	Taylor Reed	2026-10-02	Casey Lee	2026-10-03	Returned; good condition
C-202	Office suite	Sam Ellis	2026-10-02	Casey Lee	2026-10-08	Returned; access removed
K-103	Storage B	Drew Lane	2026-10-03	Casey Lee	Not returned	Active; tag replaced
K-104	Training room	Riley Quinn	2026-10-04	Casey Lee	2026-10-04	Returned after event
C-203	Office suite	Avery Wells	2026-10-05	Casey Lee	Not returned	Reported lost; card disabled
K-105	Workshop	Jamie Brooks	2026-10-06	Casey Lee	Not returned	Active; good condition
C-204	Office suite	Morgan Dale	2026-10-07	Casey Lee	Not returned	Active; card working
K-106	Storage A	Robin Hayes	2026-10-08	Casey Lee	2026-10-08	Returned after stock check
K-107	Training room	Parker Gray	2026-10-09	Casey Lee	2026-10-09	Returned after room setup

AUDIT

Audit date	Missing / overdue items	Access changes required	Reviewed by
2026-10-09	C-203 lost; replacement pending.	C-203 disabled. Verify replacement approval before issue.	Casey Lee