

Key and access audit log

Print this log, fill in the register and work down the checklist once a year. It turns the audit into a dated record you can hand to the next manager.

Key register columns

- ☐ Key number or stamp (a code, never a door name)
- ☐ Doors or group it opens
- ☐ Holder
- ☐ Date issued
- ☐ Date returned
- ☐ Status at audit: confirmed, missing or unknown

Reconcile the keys

- ☐ Ask every holder to bring in every key they carry
- ☐ Check each key against the register one at a time
- ☐ Note keys held by people who changed roles
- ☐ Note keys on the register that nobody has seen in years
- ☐ Decide each missing key: accept the risk and write it down, or rekey
- ☐ Treat a missing key to an external door or a master level cylinder as a rekey decision

Keypad codes

- ☐ List who knows each code, including former staff, past contractors and anyone told over the phone
- ☐ Change every shared code
- ☐ Move to individual user codes where the hardware supports them
- ☐ On single-code hardware, record who was told the new code and when
- ☐ Change any factory default or installer code

Dormant card credentials

- ☐ Export the user list with last-used dates if the controller provides them
- ☐ Match every credential unused for six months to a current person
- ☐ Suspend what cannot be matched and see who asks
- ☐ Check permission levels for cards that open every door
- ☐ Check for cards still carrying a former tenant's schedule
- ☐ Give vendor credentials an end date or remove them

Doors that no longer match the key chart

- ☐ Walk the building with the key chart and try the keys
- ☐ Flag cylinders that do not match the stamp on the chart
- ☐ Flag doors your master key does not open
- ☐ Flag doors that a key from the wrong level does open
- ☐ Note sticking cylinders, latches that do not fully retract and shifted strike plates

A rekey is due when

- ☐ Keys to external doors or master levels cannot be accounted for
- ☐ Copies are likely to be in circulation and cannot be recovered
- ☐ The chart and the building have drifted too far to trust
- ☐ The system has been extended informally and nobody can say what it opens
- ☐ The keyway is standard and key control now matters (consider a restricted keyway)

Close out the audit

- ☐ Date the sheet and store it with the register
- ☐ Record what was found, what was decided and who was told
- ☐ Put next year's audit in the calendar before closing the file