Houston Community College
Facilities/Locksmithing Department

KEY TRACKING LOG (Department)

Key Number	Name of Key Holder	Date Issued	Issued By	Date Returned	Received By	Remarks
Total Key Qty						

THIS LOG REPRESENTS AN ACCURATE ACCOUNT OF THE DISTRIBUTION OF KEYS WITHIN MY AREA OR RESPONSIBILITY:

Campus / Department	Key Issuing Authority	Date

FD-L02 (3/07)