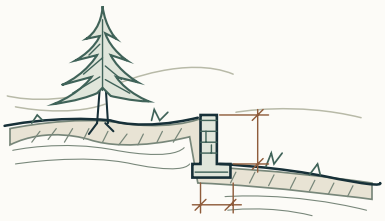
**Avalon**
Property Care and Management

**Paradise, NL**
+1 (709) 765-3536

FIELD OPERATIONS / BLANK TEMPLATE

# Key custody and return



Record a tagged key or fob passing between authorized people.

**TEMPLATE VERSION**
1.1

**COMPLETED BY**
Avalon field or office staff

Use a neutral tag reference. Keep key cuts, door codes, PINs and lockbox combinations out of the record. Private staff record. The author can view it during an active assignment. Only authorized dispatch staff and the owner can review it. Use a visit handover for a customer update.

## Details to complete

An asterisk marks a required entry.

**Property address and unit or building ***

**Visit or work-order reference**
Use the reference on the schedule or job sheet.

**Neutral key or fob tag ***

**Number of items ***

**Custody event ***
Collected / Transferred to authorized holder / Returned / Missing item escalated

**Event date ***

**Event time ***

**Released by ***

**Received by or escalation contact ***

**Agreed return date**

## Attestation

I have reviewed the completed information and terms and confirm this submission using my typed name.

**Printed name and role**

**Signature and date**