Ashford Business Services Ltd

Key issue log

Every key accounted for - who has it, which door, and when it came back.

Key issues

Date issued	Key no. / code	Door / area	Issued to	Signature	Date returned	Received by
9 November 2026	Key no.	Door	Sarah Mitchell		9 November 2026	Sarah Mitchell
9 November 2026	Key no.	Door	Sarah Mitchell		9 November 2026	Sarah Mitchell

Lost keys

Date lost	Key no.	Holder	Lock changed	Cost
9 November 2026	Key no.	Sarah Mitchell	Yes	£45.00

Authorisation

Keys are company property. Report loss immediately to Sarah Mitchell. A charge of £45.00 applies for unreturned keys.

Sign-off

Key holder	Issued by	Date