

KEY SIGN-OUT SHEET

Organization / site: _____

Page # _____

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Started: ____ / ____ / _____ Finished: ____ / ____ / _____

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#	Key no. and room	Date out	Time out	Taken by: name, department	Signature	Issued by: name, signature	Date returned	Time returned	Returned by: name, signature	Received by: name, signature	Notes
1	12 — Accounting	10/27/2026	8:45 AM	Olena Koval, Accounting		Ivan P. (security)	10/27/2026	6:05 PM	Olena Koval	Ivan P.	
2	7 — Server room	10/27/2026	10:20 AM	Andrii Lytvyn, IT		Ivan P. (security)	10/27/2026	11:40 AM	Andrii Lytvyn	Ivan P.	Equipment check
3	31 — Storage	10/27/2026	1:00 PM	Roman Boiko, contractor		Ivan P. (security)	10/28/2026	9:10 AM	Roman Boiko	Nadia S. (security)	Contractor
4	14 — Electrical room	10/27/2026	3:30 PM	Dmytro Melnyk, electrician		Ivan P. (security)					Overdue!