[Your Business Name]
[phone] · [email] · [address]

Client Key Log & Key Receipt

For cleaning businesses — every client key and access item received, held, transferred and returned, on one confidential record.

Document details

Security record reference: _____

Record classification: Confidential — Restricted Access.

1 · Client & property identification

Client name: _____

Service address: _____

Client reference: _____

Property reference: _____

Authorized business contact: _____

2 · Access items issued or received

Item ref	Item type	Description	Qty	Date received	Received from	Received by	Condition	Receipt signature

3 · Staff custody & transfer log

Date / time	Item ref	Released by	Received by	Purpose	Returned to storage

4 · Alarm & electronic access record — electronic access provided

☐ Yes ☐ No

Access type

☐ Alarm code ☐ Smart lock

☐ Door keypad ☐ Other

Access reference: _____

Authorized staff: _____

Access start date: _____

Access end / review date: _____

Code storage method

☐ Approved password manager ☐ Other approved method

☐ Secure access system

Full code recorded on this form: NO. Never write a full alarm code, door PIN or account password on this paper record. Store electronic credentials separately using an approved secure method. Limit access to authorized personnel and remove access when it is no longer required.

5 · Key return & reconciliation

Item reference: _____

Number returned: _____

Return date: _____

Returned by: _____

Received by: _____

Condition on return

☐ Good
☐ Damaged
☐ Missing

Client notified

☐ Yes
☐ No
☐ N/A

6 · Client receipt & acknowledgement

I acknowledge the return of the access items listed below. The items and quantities recorded reflect the handover made on the date shown.

Items returned: _____

Total items returned: _____

Outstanding items: _____

Client / authorized recipient name: _____

Client / recipient signature: _____

Business representative: _____

Business signature: _____

Date / time: _____

7 · Missing, damaged or unusual access items

Incident date: _____

Item reference: _____

Description

_____

_____

Action taken

_____

_____

Client notified

☐ Yes
☐ No

Responsible manager: _____

Signature: _____

8 · Security & storage instructions

- Store physical keys in a locked cabinet.

- Use coded references instead of client addresses on key tags.
- Maintain an access log when keys change hands.
- Do not leave keys unattended in vehicles or work areas.
- Restrict access to authorized staff.
- Report lost or unaccounted-for keys promptly.
- Return keys promptly when service ends.
- Remove electronic access permissions when no longer needed.

Confidential business record. Store securely and retain only as long as required for legitimate business and recordkeeping purposes.

Free template from FormNest (formnest.pages.dev) — free for your own business use; please do not redistribute or resell.