# Key Audit Checklist for Key Custodian

## Initial Department Meeting

- Name of Department/College: ________________________________________________
- WMC Rep, Key Custodian & Signatory or management in attendance
- Review levels of key responsibility, office, sub-master, & master keys
- Key issue numbers
- Review areas of access
- Review associated replacement costs by key level & areas of access
- Suggest internal procedures to reconcile & maintain accurate key inventory
- Review University exit process; suggest internal controls for return keys; review WMC internal process for key returns
- Review expectations of University process for key issuance & transfers; suggest internal creation of chain of command for key issuance & transfers
- Review lock box or temporary key check out expectations & process, if necessary
- Student holds, if applicable
- Review University process for lost or stolen keys
- Date of initial Meeting: _____________________
- Department Representatives in Attendance: ____________________________________________
- Meeting Notes:

## Reconciling Records

- WMC Rep generates & forwards Keystone report, Employee Key Listing by Department
- Review Employee Key Listing report
- Make arrangements with each individual to visually check keys
- Reconcile key codes from report provided by WMC, the etched code for each “Best” brand key should match
- Note down all discrepancies
- Generate follow up report, if necessary, resend, and review feedback
- Once employee listing and all records are confirmed, WMC will generate employee key agreements with associated replacement costs for each employee
- Employee Key Agreements will be sent via email PDF attachments or interoffice
### Final Report

[ ] Once all Employee Key Agreements are accounted for & all discrepancies are cleared up, WMC Rep generates & forwards Final Report

[ ] Update Annual Key Audit Calendar with next scheduled audit date

### Miscellaneous

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