

MASTER KEY LIST & INSTRUCTIONS

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Keys are listed two ways in the master key book, first by hook numerical index and second in alphabetical index by sections.

Original keys are arranged in numerical order in the maroon hanging file folders on the left side of the top file drawer. Original keys are NOT to be given out if at all avoidable. (In some instances it may be the only key). Vehicle keys are first before building keys.

Vehicles:

Pool/Admin vehicle keys are kept separate in a gray file folder with a red tab (Admin Vehicles) on the mid-right side of the top file drawer.

Government owned vehicles are for official use only, and to be operated by government employees 18 years or older while on government business. Operators of government owned vehicles must have a valid state, or District of Columbia driver's license, and the license will be in their possession at all times while operating a government owned vehicle. Please read SOP for government vehicles located at P:\Admin\SOPs\SOP_Vehicles.pdf. See Kelly Roberts (Purchasing Agent) with questions.

Issuing Keys:

Temporary:

When issuing any key temporarily it must be logged at the back of the Ke-Master II (green) book. The hook number, key number or training badge number is written in column 1; the responsible person receiving the key is listed in column 2; and the date it is signed out is written in column 3. The date the key is returned is logged in column 4.

Visitor and Contractor badges are logged in the Visitor Log Sheet (black 3-ring binder).

Permanent:

Permanent keys are issued with the authorization of employee supervisor, RL and AO. Hardcopy of authorization is kept in the brown accordion file on the left side of the second file drawer and the key is document on a property card in the green metal card file located also in the second file drawer.