SOP: Key Control and Room Assignment Procedures

Purpose: This SOP details **key control and room assignment procedures**, covering the management and distribution of keys, authorization protocols, room allocation processes, security measures for key storage, record-keeping requirements, and guidelines for handling lost or stolen keys. The goal is to ensure secure access control, prevent unauthorized entry, and maintain an accurate audit trail for all keys and room assignments.

1. Scope

This procedure applies to all personnel involved in key handling, key issuance, and room assignment within the facility.

2. Responsibilities

- **Facilities Management:** Oversees key control, maintains records, and ensures compliance.
- **Supervisors/Managers:** Authorize key issuance and room assignments.
- **Personnel:** Responsible for safekeeping of issued keys and timely reporting of lost or stolen keys.

3. Key Control Procedures

1. **Key Storage:**
   - All keys must be stored in a secure, locked key cabinet with restricted access.
   - Access to the key cabinet is limited to authorized personnel only.

2. **Key Issuance:**
   - Keys are issued only to authorized personnel as approved by the supervisor/manager.
   - All issued keys must be signed out using the *Key Issuance Log* (see Records section).

3. **Return and Reconciliation:**
   - Keys must be returned immediately upon reassignment, contract termination, or upon request.
   - Key inventory checks are conducted quarterly by the Facilities Management team.

4. **Lost or Stolen Keys:**
   - Any lost or stolen key must be reported to Facilities Management within 1 hour of discovery.
   - Incident details are logged, and necessary actions such as rekeying affected areas are taken.

4. Room Assignment Procedures

1. Room assignments are made based on approved requests and space availability.
2. Requests must be submitted via official form or email to Facilities Management.
3. Assignment confirmations are provided to the requesting party and recorded in the *Room Assignment Log*.
4. Key issuance for the assigned room follows the standard key control procedures.

5. Security Measures

- Keys must not be duplicated, labeled with room numbers, or left unattended.
- Electronic access systems, where available, are managed with similar strict authorization protocols.

6. Record-Keeping Requirements

Record Name	Details Tracked	Retention Period
Key Issuance Log	Name, date/time issued, key identifier, signature, return date	3 years
Room Assignment Log	Room number, assignee, assignment date, purpose, supervisor approval	3 years
Lost/Stolen Key Incident Log	Key identifier, person involved, date/time, actions taken	3 years

7. Review and Updates

- This SOP is reviewed annually or as required following significant incidents or procedural changes.
- Updates are communicated to all affected personnel.