



DONNELLY COLLEGE

I _____ on _____

take receipt of the following list of keys from the

_____.

Key(s) Number:

1. _____

2. _____

3. _____

Keys are to be returned to management at the conclusion of the scope of work or change of staffing. Management should be notified if keys are lost ASAP. Do not keep identifying tags with keys e.g., ID card.

Signature _____

Supervisor _____