THE UNIVERSITY OF QUEENSLAND
AUSTRALIA

Property and Facilities Division

Form
09/09

UNIVERSITY KEY REGISTER — PF347

Organisational Unit Name: _____ Primary Key Custodian Name: _____

Building Name and Number: _____ Key Custodian Phone Number: _____

Secondary Key Custodian Name: _____

KEY RECEIVED			KEY ISSUED *(Form PF494 Key Issue must also be filled in)*			KEY RETURNED / LOST			
Key Number	**Key Code**	**Date Received by Custodian**	**Key Holder Name**	**Date Issued**	**Issued By** (Key Custodian Name)	**Date Key Returned / Lost**	**Indicate *R or L**	**Comments**	**Received/Recorded By** (Key Custodian Name)

* R = Returned
L = Lost

Form to be maintained and retained by the authorised Key Custodian