

SECURITY LOG

Restaurant # _____

Date Completed: _____

Key Log

Type of Key Set	Quantity	Print Managers Name: _____ Manager must sign for each set of keys below:
Opening Set(s) Include(s): 1 – Door Entry Key	1	
Manager Set Includes: 1 – Door Entry Key 1 - Safe Key (#3)	1	
Restaurant Set Includes: (GM cross out an initial any that do not apply) 1 – Safe Key (#1) 1 – Drawer Pop Key 1 – Door Allen-Wrench Key 1 – Roof Hatch Key 1 – Supply Closet Key 1 – Office Door Key 1 – Electrical Room Key 1 – Paper Dispenser Keys 1 – Mail box Key	1	

RESTAURANT SET OF KEYS MUST BE KEPT IN RESTAURANT AT ALL TIMES

THIS FORM MUST BE COMPLETED AND MAINTAINED BY RVP

THIS COMPLETED SECURITY LOG MUST NOT BE KEPT IN THE RESTAURANT

SECURITY LOGS MUST BE UPDATED AT ALL TIMES

IF A RESTAURANT MANAGER LEAVES TOWN: THE MANAGER SET OF KEYS MUST BE LEFT WITH THE #1 SHIFT MANAGER LEFT IN CHARGE

SAFE – OUTER DOOR 6AM – 11PM, INNER DOOR 1 7AM – 9AM

RVP HAS CONFIRMED THAT THE ABOVE INFORMATION IS CORRECT _____

SIGNATURE OF RVP