

VALLEYCARE
OLIVE VIEW-UCLA MEDICAL CENTER/HEALTH CENTERS
DEPARTMENT: FACILITIES
POLICY & PROCEDURE

NUMBER: 557
VERSION: 1

SUBJECT/TITLE: KEY CHECK-OUT

POLICY: The BEAS Room operator shall sign out and check in keys from the BEAS Room key cabinet.

PURPOSE:

PROCEDURE:

1. The person requesting the key must present proper identification.
2. The operator will unlock the key cabinet and remove the key requested.
3. He/she will note in the logbook:
 - a. Name of person
 - b. # of each key issued
 - c. Time key is checked out/in
 - d. Date key issued
4. The operator will give the key to the person.
5. Keys are to be returned as soon as possible and must be returned by the borrower before the end of his/her work shift.
6. The key cabinet will remain locked at all times and it's key will be kept at the operators monitoring station.
7. The BEAS Room operator (both incoming and outgoing) will make an inventory of the keys and initial in the log book, at the beginning of each shift. An entry also will be made into the logbook noting any missing keys.
8. Keys which are missing will be reported (in writing) to the BEAS Room supervisor. The report shall be written before the end of the operator's shift and placed in the "Time Slips" box.

DEPARTMENTS: FACILITIES

DEFINITIONS:

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References:	
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