

Hotel Room Key Management Audit Checklist

Date of Audit

Auditor Name

Department / Location

Key Inventory

Audit Item	Yes / No	Comments
Is there an up-to-date room key inventory log?		
Are all issued keys recorded in the log?		
Are spare keys stored securely?		

Key Issuance & Return

Audit Item	Yes / No	Comments
Are procedures for key issuance followed?		
Are returned keys properly logged and stored?		
Are lost keys reported and recorded?		

Key Security

Audit Item	Yes / No	Comments
Is access to master keys restricted?		
Are key control policies documented?		
Are unauthorized key duplications prevented?		

Recommendations / Observations

Auditor Signature