

KEY CONTROL

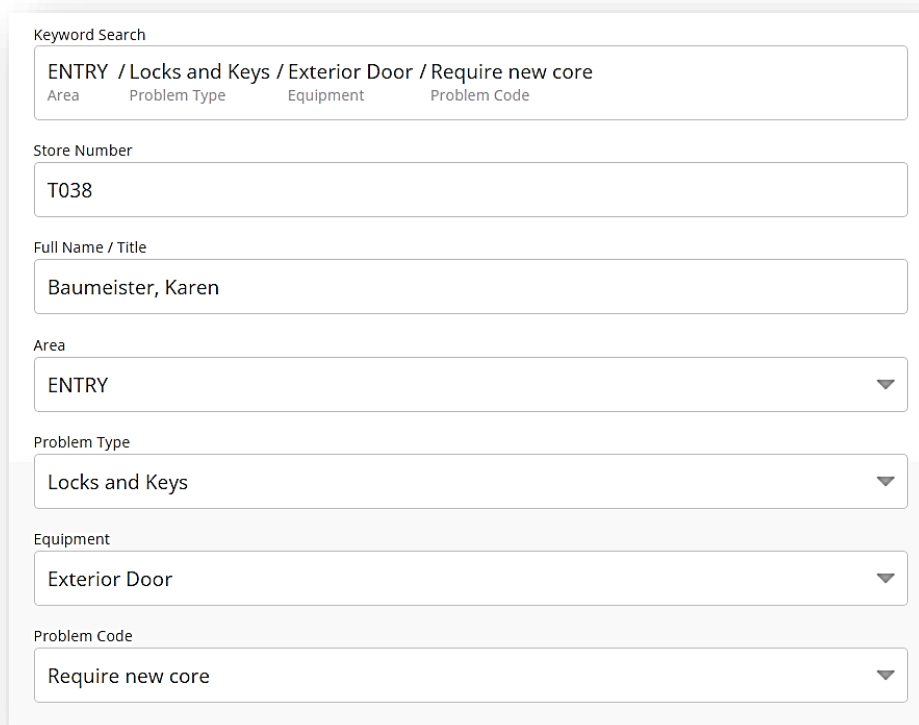
InstaKey Request

To streamline the store re-keying process and improve the safety of our sites, all locations will install InstaKey for exterior/interior door locks.

InstaKey is a comprehensive key control management tool for sites that will improve the physical security of our team members, lessen the time spend in managing locks and keys, and mitigate key control costs.

As part of this initiative, sites will request this service in Maintenance Portal.

Create a New Workorder following the below path:



Keyword Search

ENTRY / Locks and Keys / Exterior Door / Require new core

Area Problem Type Equipment Problem Code

Store Number

T038

Full Name / Title

Baumeister, Karen

Area

ENTRY

Problem Type

Locks and Keys

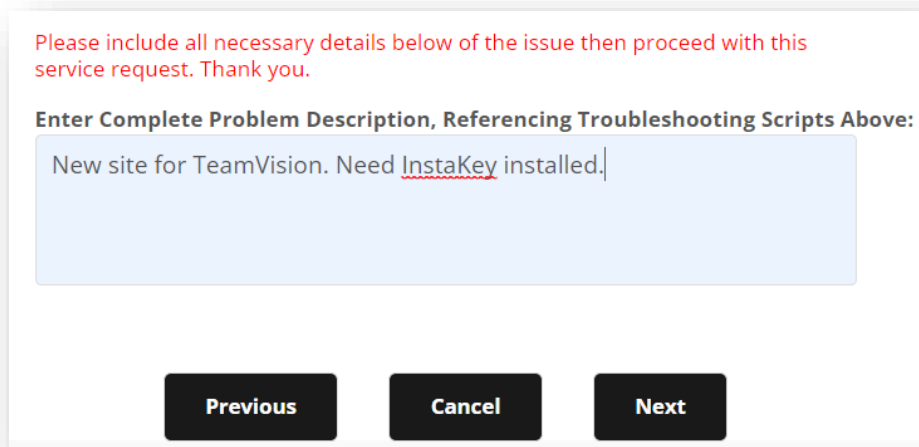
Equipment

Exterior Door

Problem Code

Require new core

Provide the below details to complete the request:



Please include all necessary details below of the issue then proceed with this service request. Thank you.

Enter Complete Problem Description, Referencing Troubleshooting Scripts Above:

New site for TeamVision. Need InstaKey installed.

Previous Cancel Next

TeamVision
Eye care, together.

Create a New Workorder following the below path:

Reminder that all key holders, including vendors, will need to complete Key Holder Agreements or Issuance forms. The Practice Manager is required to retain the completed documents and follow all Policy & Procedures pertaining to Key Control.

	
TeamVision External Key Issuance Form (Vendor)	
Name _____ Position _____	
Key Number _____ Key Description / Usage _____	
Key Issuance Agreement: In order for the issuance of this key, I agree to not give or loan the key to others. It must be made any attempt to copy, alter, or reproduce the key. If we use the key for additional personnel only, it is not allowed and after the key is received, it is immediately reported upon lost or stolen keys. It is producer or user's duty to sign official receipt. No signs are to be forged onto codes or company information. No return responsibility for damage from the key is within the building. No signs that violation of agreement may result if any privileges being removed.	
Signature _____ Date _____	
Issue Type: ☐ Standard ☐ Temporary ☐ Reason	
Authorizer's Signature _____ Date _____	
Print Name _____ Position _____	
Issued By _____ Date _____	
Print Name _____ Position _____	
<u>SEE RETURN</u>	
Returned By _____	
Expires _____	
Key Not Returned: ☐ Lost ☐ Stolen ☐ Damaged ☐ Other	
Explain Circumstances _____	
Manager Signature _____	

Questions? Contact your RMAP or Regional Manager