WHEN SOMEONE LEAVES · THE DOORS

Who can still get in?

Everything that opens a door, a gate or the alarm for the person who is leaving, and who switches each one off. Work down it on their last day, so nothing depends on somebody remembering.

WHO IS LEAVING _____ LAST DAY _____ FILLED IN BY _____

WHAT OPENS SOMETHING	WHAT THEY HAVE	WHO SWITCHES IT OFF	DONE
Keys A key can't be switched off. Count what comes back against what was handed out. If one doesn't come back, the only fix is re-keying that lock.			☐ Back
Keypad or door code Their own code: delete it. A code everyone shares: change it, and give the new one only to the people staying.			☐ Off
Alarm code Have whoever runs your alarm remove their code. If they knew a shared code, change that too.			☐ Off
Anything else that opens Garage or gate remote, gate code, lockbox, storage unit, a company vehicle.			☐ Off
Door fob or card If you have door access: switch it off in the system first, then collect it, plus any spare they signed out. A fob in a drawer is fine. A fob that still works is the problem.			☐ Off

Start it on their first day. Each time you hand someone a key, a fob or a code, write it on their sheet. Then the last day is a list to work through, not something to remember.

Doors are one part of what changes when someone leaves.

Email, logins and the phone in their pocket are the other half, and they need a list of their own.

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