

Building Key Audit Instructions

Each unit in the stake center is responsible for the keys issued to members of that unit. Keys are issued for a calling, not for an individual. When a person is released from a calling, the keys associated with that calling should be transferred to the newly called person or returned to the bishop. Periodically an inventory will be taken of all keys.

All keys that have been issued have been on a separate key ring with a key tag. On the key tag is a label indicating which unit and which calling are associated with that key set. The top line of the key tag label is the unit indicator, which will be one of CH (Champaign Ward), MH (Mahomet Ward), UR (Urbana Ward), or STK (stake or multiward callings). The second line of the key tag label is the calling code (e.g., B1C, YWP, LOCKUP).

Individual keys are stamped with a key code (e.g., AA, SLIB, 392). The key code identifies which doors can be opened with that particular key. On the key audit sheet, the codes [bish], [clerk], and [scout] indicate that the code for that key will vary from unit to unit.

Attached is a form that should be completed under the direction of the bishop. All key rings and all individual keys need to be accounted for. For each key set, the name of the person currently holding the keys should be written on the form and that person should sign the form. If the key set has not been handed out, just write “unassigned” on the form in the space for the name. This means that the key set is in the possession of the bishop and is available to be handed out.

If a key set is missing or if an individual key is not on the key ring, please note that fact on the key audit sheet. If a new key label needs to be made, please also note that on the key audit sheet.

Each bishop has been issued an ILS key, a bishop’s office key, and an AA key. In addition bishops may have other keys that they have specifically requested for their use. Bishops’ keys are not included in the audit. The members of the stake presidency, the stake executive secretary, the stake clerk, and assistant stake clerks are not covered under the key audit.

The Champaign, Mahomet, and Urbana wards used to be named the Champaign 2nd, 3rd, and 1st Wards respectively, and some keys stamps still reflect this older naming scheme with the abbreviations C2, C3, and C1.

The following chart shows the key codes and the doors opened by the key for keys issued to wards.

CODE	DESCRIPTION
[bish]	Bishop's office door (varies by unit: 1B, 2B, 3B)
[clerk]	Clerk's office door (varies by unit: 1C, 2C, 3C)
[scout]	Scout closet door (varies by unit: SCL, JB, 3WS)
1B	Urbana Ward bishop's door
1C	Urbana Ward clerk's door
2B	Champaign Ward bishop's door
2C	Champaign Ward clerk's door
392	outside utility shed
3B	Mahomet Ward bishop's door
3C	Mahomet Ward clerk's door
3WS	Mahomet Ward scout closet
AA	most classroom and closets
ATH	athletic closet
CB	circuit breaker boxes (4)
ENT	outside doors (stake suite, SE foyer)
FHC	family history center (MARKLOK key)
FONT	baptismal font
HC	high council room and hallway entrance to stake suite
ILS	outside doors (NW, NE, by FHE, SW hallway)
J	janitorial closets
JB	Champaign Ward scout closet
SCL	Urbana Ward scout closet
SLIB	stake library
SR	satellite room and room behind choir seats

The following chart shows the key codes and the doors opened by the key for additional keys issued to stake and multiward callings.

CODE	DESCRIPTION
50	cub scout closet off of stage
54	closets by stage
JO	janitor's office
L24	fire extinguishers
LSH	library showcase
PP7	power panel by stage
SC	stake clerk's office, high council room, hallway door
SKB	stake key box in the stake clerk's office
SM	master key to all stake suite doors
SMR	Urbana Ward scout closet
SS	satellite cabinet in satellite room in Primary room
TBL	tablecloth closet outside Relief Society room
WPAT	lock for fenced patio on west side of building
WTR	water pump by back parking lot

Ward Building Key Audit Sheet

Date:

Ward:

Calling/description	Key tag label	Name	Signature	Keys
1 Bishop 1C	B1C	_____	_____	[bish], ILS, AA, HC, ATH
2 Bishop 2C	B2C	_____	_____	[bish], ILS, AA, HC, ATH
3 Executive Secretary	BES	_____	_____	[bish], ILS, AA
4 Ward Clerk	BWC	_____	_____	[bish], ILS, AA
5 Financial Clerk	BFC	_____	_____	[clerk], ILS, AA
6 Membership Clerk	BMC	_____	_____	[clerk], ILS, AA
7 Building Rep	BLDG	_____	_____	ILS, AA, HC, FHC, J, CB, SR, 392
8 Building Cleaning	CLEAN	_____	_____	ILS, AA
9 Building Lockup	LOCKUP	_____	_____	ILS, ENT, AA
10 Relief Soc. Pres.	RSP	_____	_____	[clerk], ILS, AA
11 Relief Soc. 1C	RS1C	_____	_____	ILS, AA
12 Relief Soc. 2C	RS2C	_____	_____	ILS, AA
13 Relief Soc. Secretary	RSS	_____	_____	[clerk], ILS
14 Young Men Pres.	YMP	_____	_____	[clerk], ILS, AA, ATH, [scout]

Ward Building Key Audit Sheet

Date:

Ward:

15	Young Men 1C	YM1C	_____	_____	ILS, AA, ATH, [scout]
16	Young Men 2C	YM2C	_____	_____	ILS, AA, ATH, [scout]
17	Young Women Pres.	YWP	_____	_____	[clerk], ILS, AA, ATH, [scout]
18	Young Women 1C	YW1C	_____	_____	ILS, AA, ATH
19	Young Women 2C	YW2C	_____	_____	ILS, AA, ATH
20	Ward Miss. Leader	WML	_____	_____	[clerk], ILS, AA, FONT
21	HP Group Leader	HPGL	_____	_____	[clerk], ILS, AA, HC, 392
22	HP Group Secretary	HPS	_____	_____	[clerk], ILS
23	Elders Quorum Pres.	EQP	_____	_____	[clerk], ILS, AA, ATH, 392
24	Elders Quorum Sec.	EQS	_____	_____	[clerk], ILS
25	Primary Pres.	PP	_____	_____	[clerk], ILS, AA
26	Sunday School Pres.	SSP	_____	_____	[clerk], ILS, AA, HC, SLIB
27	Ward Activity Chair.	WAC	_____	_____	[clerk], ILS, AA, ATH
28	Librarian	LIB	_____	_____	SLIB
29	Assistant Librarian	LIB-A	_____	_____	SLIB
30	additional AA keys	B-AA	_____	_____	AA (10 copies)

Ward Building Key Audit Sheet

Date:

Ward:

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Bishop's signature:

Stake and Multiward Building Key Audit Sheet

Date: _____

<u>Calling/description</u>	<u>Key tag label</u>	<u>Name</u>	<u>Signature</u>	<u>Keys</u>
1 Relief Society Pres.	RSP	_____	_____	ILS, AA, TBL, SC
2 Relief Society 1C	RS1C	_____	_____	ILS, AA, TBL
3 Relief Society 2C	RS2C	_____	_____	ILS, AA
4 Relief Society Sec.	RSS	_____	_____	ENT, AA
5 Young Men Pres.	YMP	_____	_____	ENT, AA, HC, ATH, SLIB, SR
6 Young Men 1C	YM1C	_____	_____	ENT, AA
7 Young Men 2C	YM2C	_____	_____	ENT, AA
8 Young Women Pres.	YWP	_____	_____	ENT, AA, HC, ATH, SLIB, SR
9 Young Women 1C	YW1C	_____	_____	ENT, AA
10 Young Women 2C	YW2C	_____	_____	ENT, AA
11 Primary Pres.	PP	_____	_____	ENT, AA, SLIB, 50
12 Primary 1C	P1C	_____	_____	ENT, AA, 50
13 Primary 2C	P2C	_____	_____	ENT, AA, 50
14 Sr High Councilor	HC - SR	_____	_____	ENT, HC, AA

Stake and Multiward Building Key Audit Sheet

Date:

15	HC - Young Men	HC - YM	_____	_____	ENT, HC, AA, ATH
16	HC - Young Women	HC - YW	_____	_____	ENT, HC, AA, ATH
17	HC - Activities	HC - ACT	_____	_____	ENT, HC, AA, SLIB
18	HC-Missionary	HC-MISS	_____	_____	ENT, HC, AA, SLIB, FONT
19	HC - Family History	HC - FH	_____	_____	ENT, HC, AA, FHC
20	AV Specialist	AV	_____	_____	ENT, AA, SLIB, SR, SS
21	AV Assistant	AVA	_____	_____	ENT, AA, SLIB, SR, SS
22	Seminary Teacher 1	SEM 1	_____	_____	ENT, AA, SLIB
23	Seminary Teacher 2	SEM 2	_____	_____	ENT, AA, SLIB
24	MtgHouse Librarian	LIB	_____	_____	ENT, SLIB, LSH
25	Fam. Rec. Extraction	FRE DIR	_____	_____	ENT, FHC
26	FHC Director	FHC DIR	_____	_____	ILS, AA, FHC
27	FHC Workers (11 sets)	FHC ##	_____	_____	ILS, FHC (11 sets)
28	FHC extra keys (15)		_____	_____	FHC (15 copies)
29	Grounds Maint #1	GRND 1	_____	_____	ENT, AA, J, 392, CB, WPAT, WTR
30	Grounds Maint #1	GRND 2	_____	_____	ENT, AA, J, 392, CB, WPAT, WTR

Stake and Multiward Building Key Audit Sheet

Date:

31	Adult FHE	FHE	_____	_____	ENT, AA, SLIB
32	Univ. Ward Mission Ldr	UU-WML	_____	_____	ILS, AA, FONT
33	Cubmaster	CUBM	_____	_____	ILS, AA, ATH, SR, 54
34	Scout Roundtable	SCOUT RT	_____	_____	ENT, AA, HC
35	Peoria Mission Pres.	FTMP	_____	_____	ENT, SM, AA
36	Zone Leaders	FTMZL	_____	_____	ENT, AA, SLIB, ATH, FONT
37	Missionary Bldg Tour	FTM-TOUR	_____	_____	ENT, AA, HC, SLIB

Stake Key Auditor Signature: _____