IT Room Entry / Exit Tracking Log

Date	Name	Department / Company	Entry Time	Exit Time	Purpose of Visit	Authorized By	Remarks	Signature
2024-06-14	Jane Doe	IT Operations	09:00	09:45	Server Maintenance	M. Smith	None	
2024-06-14	John Smith	Vendor XYZ	10:15	11:00	UPS Inspection	R. Brown	ID Checked	

Important Notes:

- All entries and exits must be recorded immediately to maintain accurate records.
- Only authorized personnel may enter the IT room; unauthorized access is strictly prohibited.
- Visitors must be escorted and their access purpose clearly documented.
- This log should be reviewed and retained according to the organization's security policy.
- Alterations to the log are not permitted; corrections must be initialed.