Subject: Acknowledgment round: Premises key handover

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Date: Fri, 11 Sep 2026 10:30:00 GMT

Colleagues,

Coordination: Eric Lopez; evidence review: Charles Anderson.

Purpose of the circulation

This distribution requests targeted acknowledgments so each role can confirm its own part of the matter. Trigger: An occupying team received keys for a new workspace but could not use all areas included in the agreed handover scope.

Action scope: The review compares the room schedule, key identifiers, lock changes and custody acknowledgments. Shared question: Which part of the agreed access scope is unsupported by the issued key set?

Shared record

The record to acknowledge is stated without converting acknowledgment into proof of completion. Evidence: A shared service cupboard was omitted from the room schedule used by the key provider. The occupying team expected access because it contains equipment they maintain.

The record has this limit: Possession of a key is not the same as authorization for every area it can open; the handover should document both custody and agreed scope.

Action audience and boundary

Ask whether the recipient can carry out the proposed correction and how the operating constraint affects the decision. Correction requested: Confirm the approved service access and add the cupboard to the controlled key request where authorized.

Constraint: The missing access concerns a room shared with another occupant. Handling decision: Agree the access and custody arrangement with both occupying teams before issuing an additional key.

Response and check

Return a named acknowledgment through the route by the due date; do not send a generic confirmation. Next step: Record who may retain the key and how the room is secured after use. Reply to joshua.powers@robertssmithandyates.example by September 14, 2026.

Verification: Match the maintenance responsibility with the agreed access holder before issue.

Response

Eric Lopez, please confirm the handling arrangements by September 14, 2026.

Regards,
Joshua Powers
Property services coordinator | Roberts, Smith and Yates
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