

# Night Patrolling Security Checklist Template



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## Pre-Patrol Preparations

- Equipment Check: Ensure flashlights, radios, and other essential gear are functional and fully charged.
- Route Plan: Review the designated patrol route and any recent changes or areas of concern.
- Communication: Verify that you can communicate clearly with the central security station or any other relevant points.

## Physical Security Checks

- Entrance/Exits: Ensure all doors, gates, and access points are locked and secure.
- Windows: Check for any broken or opened windows.
- Perimeters: Walk the perimeters to ensure there are no breaches or suspicious activities.
- Parking Areas: Inspect for any unauthorized vehicles or individuals.
- Emergency Exits: Confirm they're secure but functional for emergencies.

## Building & Infrastructure

- Lighting: Ensure exterior and interior lights are functioning. Note any dark spots or malfunctioning lights.
- Surveillance Systems: Check if cameras and alarms are operational.
- Fencing/Walls: Look for any breaches or damages.
- Maintenance Issues: Identify potential safety hazards like leaks, tripping hazards, etc.

## Sensitive Areas

- Server Rooms: Ensure they're locked and show no signs of tampering.
- Storage Areas: Check for signs of break-ins or tampering.
- Cash Registers/Offices: If applicable, ensure these are secure.

## Environmental Awareness

- Sounds: Listen for any unusual noises, especially in typically quiet zones.
- Shadows/Movements: Stay vigilant for any unexpected movement, especially in low-lit areas.
- Unattended Items: Look out for any suspicious packages or items.

## Post-Patrol Activities

- Log Entries: Record any observations, incidents, or issues found during the patrol.
- Report Malfunctions: Alert maintenance or management about lights out, broken cameras, etc.
- Handover: If applicable, brief the next security officer or team about any concerns.