Security Guard Daily Checklist Template:

Shift Details:
Date: [Date of the security shift]
Shift Start Time: [Time when the shift begins]
Shift End Time: [Time when the shift ends]
Security Guard Name: [Name of the security guard]

Uniform and Equipment Check
[ ] Uniform worn correctly and is clean.
[ ] Identification badge displayed.
[ ] All necessary equipment (e.g., radio, flashlight, keys) checked and in working condition.

Initial Patrol and Inspection
[ ] Walk the perimeter and inspect for signs of breaches or damage.
[ ] Ensure all access points (doors, gates, windows) are secure.
[ ] Check surveillance cameras and confirm they are operational.
[ ] Verify alarm systems are active and functioning.

Logbook and Reports
[ ] Review the previous shift's logbook entries.
[ ] Document initial patrol findings.
[ ] Log any incidents or observations throughout the shift.

Regular Duties
[ ] Conduct regular patrols of assigned areas at stipulated intervals.
[ ] Monitor surveillance systems.
[ ] Interact and provide assistance to staff and visitors when required.
[ ] Respond to any security alarms or emergencies promptly.
[ ] Record visitor entries and exits (if applicable).

Safety Protocols
[ ] Familiarize with and be ready to execute emergency evacuation procedures.
[ ] Check fire extinguishers and other safety equipment for proper placement and condition.
[ ] Ensure designated smoking areas are respected and safe.
[ ] Verify hazardous areas are properly marked and locked.

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End of Shift Duties

[ ] Secure all doors, windows, and access points.
[ ] Record and report any incidents or observations during the shift.
[ ] Hand over to the incoming security personnel and brief them on any outstanding issues.
[ ] Ensure the logbook is up-to-date.

Supervisor/Manager Verification:

[ ] Supervisor's signature confirming the completion and accuracy of the checklist