Security Patrolling

Checklist Template

Security Patrolling Checklist Template:

Patrol Details:

- Date: [Date of the patrolling activity]
- Time: [Start and end time of the patrolling]
- Patrol Area: [Specify the area to be patrolled]

Patrol Officer Information:

- Officer's Name: [Name of the security officer on patrol]
- Badge/ID Number: [Officer's identification number]
- Contact Information: [Officer's contact details]

General Inspection:

[ ] Ensure all doors and windows are locked and secured
[ ] Verify the functionality of security systems (alarms, cameras, etc.)
[ ] Check for signs of unauthorized access or forced entry

Lighting and Visibility:

[ ] Confirm proper lighting in all areas of the patrol route
[ ] Report any non-functioning lights for repair

Perimeter Check:

[ ] Walk the perimeter to identify breaches or vulnerabilities
[ ] Inspect fences, gates, and access points

Emergency Equipment:

[ ] Ensure fire extinguishers are in place and accessible
[ ] Check emergency exits for obstruction

Restricted Areas:

[ ] Verify that restricted areas are properly secured
[ ] Confirm proper access control measures are in place

Surveillance Review:

[ ] Monitor security cameras for any suspicious activity
[ ] Report any unusual behavior or incidents

Parking Areas:

[ ] Check for any unauthorized or suspicious vehicles
[ ] Verify proper display of parking permits, if applicable

Special Instructions:

[ ] Note any specific instructions or concerns for the patrol

Observations and Notes:

[ ] Record any incidents, observations, or unusual findings during the patrol
[ ] Include date, time, and description of the observation

Supervisor Verification:

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