**[Your Company Name]**

Checklist 2: Comprehensive Daily Security Guard

Checklist

**Shift Details:**

● Date: 09/12/2024

● Shift Start Time: 03:00 PM

● Shift End Time: 11:00 PM

● Security Guard Name: Jane Smith

**Uniform and Equipment Check:**

[x] Uniform is worn correctly and is clean.

[x] Identification badge displayed.

[x] All necessary equipment (e.g., radio, flashlight, keys, baton) was checked and is in working condition.

[ ] Personal protective equipment (PPE) is appropriate and in good condition **Patrols and Inspections:**

[ ] Conduct regular patrols of assigned areas at designated times (every 30 minutes).

[ ] Visually inspect premises for signs of damage, forced entry, or suspicious activity.

[ ] Check and test alarm systems (main entrance, loading dock, storage room).

[ ] Inspect and secure restricted areas (server room, executive offices). [ ] Review surveillance camera footage for any unusual activity. [ ] Inspect fire extinguishers and emergency exits

[ ] Check and log temperatures in critical areas (e.g., server rooms, cold storage) [ ] Inspect vehicles entering/exiting the premises (if applicable) **Incident Reporting:**

[ ] Document any incidents, observations, or unusual occurrences in the logbook. [ ] Report any safety hazards or maintenance issues to the appropriate personnel.

[ ] Immediately report any suspicious activity or security breaches to the supervisor or relevant authorities

**Log Entries and Documentation:**

[ ] Maintain accurate and detailed records of all activities and observations during the shift.

[ ] Ensure all log entries are clear, concise, and legible

**Communication and Coordination:**

[ ] Check in with the supervisor or control center at designated intervals [ ] Maintain communication with other security personnel on duty

[ ] Coordinate with relevant departments or personnel as needed (e.g., maintenance, cleaning staff)

**Post-Specific Duties:**

[ ] Monitor the CCTV system and report any suspicious behavior [ ] Conduct bag checks for employees entering/exiting the building

[ ] Respond to fire alarms and initiate evacuation procedures if necessary [ ] (Add any additional tasks specific to the site or post)

**End of Shift Duties:**

[ ] Secure all doors, windows, and access points.

[ ] Complete final log entries and hand over duties to the incoming guard, providing a thorough briefing

[ ] Ensure all equipment is accounted for and stored properly