**[Your Company Name]**

Checklist 4: Night Shift Security Guard Checklist

**Shift Details:**

● Date: 09/13/2024

● Shift Start Time: 11:00 PM

● Shift End Time: 07:00 AM

● Security Guard Name: Sarah Brown

**Uniform and Equipment Check:**

[x] Uniform is worn correctly and is clean

[x] Identification badge displayed

[x] Reflective vest or jacket worn

[x] Flashlight with fresh batteries

**Patrols and Inspections:**

[ ] Conduct thorough exterior perimeter checks every hour

[ ] Inspect all doors, windows, and access points to ensure they are locked and secure

[ ] Monitor surveillance systems and respond to any alarms

[ ] Check interior areas for any signs of intrusion or unauthorized activity **Incident Reporting:**

****[ ] Document any incidents, observations, or unusual occurrences in the logbook [ ] Report any suspicious activity or security breaches to the appropriate personnel **Log Entries and Documentation:**

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

**Post-Specific Duties:**

[ ] Conduct lock-up procedures for all offices and sensitive areas [ ] Set alarms and ensure they are functioning properly

[ ] Check in with overnight staff and assist as needed

**End of Shift Duties:**

[ ] Turn on exterior lights and deactivate alarms as per schedule

[ ] Prepare for handover to the morning shift, providing a detailed briefing on any overnight activity