

# GOVERNMENT BUILDING SECURITY INSPECTION CHECKLIST

## GENERAL INFORMATION

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Location: \_\_\_\_\_

### Perimeter Security

- Yes  No — Fencing and gates are secure and undamaged
- Yes  No — Exterior lighting provides adequate coverage
- Yes  No — Surveillance cameras are positioned and functional
- Yes  No — Signage regarding restricted access is visible

### Access Control

- Yes  No — Keycard readers and biometric scanners are operational
- Yes  No — Visitor logs and badge systems are being utilized
- Yes  No — All entry points are monitored or locked
- Yes  No — Emergency exits are clear and alarms are active

### Interior Safety

- Yes  No — Hallways and common areas are free of obstructions
- Yes  No — Sensitive areas are restricted to authorized personnel

Yes  No — Fire suppression systems are inspected and current

Yes  No — Security personnel are present at designated stations

### Information Security

Yes  No — Server rooms are locked and climate controlled

Yes  No — Workstations are locked when unattended

Yes  No — Document shredding bins are secure and emptied

Yes  No — Network hardware is protected from physical tampering

### FINAL NOTES

Inspector Comments:

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Inspector Name: \_\_\_\_\_

Inspector Email: \_\_\_\_\_

Inspection Date: \_\_\_\_\_

I confirm this inspection was completed accurately