GOVERNMENT BUILDING SECURITY INSPECTION CHECKLIST

GENERAL INFORMATION

Name: _____

Date: _____

Location: _____

Perimeter And Building Exterior

☐ Yes ☐ No — Perimeter fencing is intact without gaps

☐ Yes ☐ No — Exterior lighting illuminates entrances after dark

☐ Yes ☐ No — Parking areas are monitored for unauthorized vehicles

☐ Yes ☐ No — Loading dock access is restricted to authorized personnel

Entry Points And Access Control

☐ Yes ☐ No — Main entrance is staffed during public hours

☐ Yes ☐ No — Employee badges are visibly displayed inside building

☐ Yes ☐ No — Restricted doors require badge access for entry

☐ Yes ☐ No — Secure doors close automatically after entry

Visitor And Credential Management

☐ Yes ☐ No — Visitors sign in at reception before entry

☐ Yes ☐ No — Visitors wear temporary badges inside building

☐ Yes ☐ No — Visitors are escorted in restricted areas

☐ Yes ☐ No — Lost access badges are deactivated promptly

Surveillance, Alarms, And Communications

☐ Yes ☐ No — CCTV cameras cover main building entrances

☐ Yes ☐ No — CCTV recordings are retained for required period

☐ Yes ☐ No — Intrusion alarms are tested on scheduled dates

☐ Yes ☐ No — Security radios are available at guard posts

Security Staffing And Patrols

☐ Yes ☐ No — Security guards are present at assigned posts

☐ Yes ☐ No — Patrols are conducted at documented intervals

☐ Yes ☐ No — Guard post instructions are available at posts

☐ Yes ☐ No — Patrol logs are completed after each patrol

Sensitive Areas And Records Protection

☐ Yes ☐ No — Sensitive offices are locked when unoccupied

☐ Yes ☐ No — Records rooms remain locked outside authorized use

☐ Yes ☐ No — Classified materials are stored in approved containers

☐ Yes ☐ No — Server rooms allow access only to authorized staff

Emergency Preparedness And Incident Response

☐ Yes ☐ No — Evacuation routes are posted in public areas

☐ Yes ☐ No — Emergency exits remain unobstructed at all times

☐ Yes ☐ No — Panic alarms are accessible at reception desks

☐ Yes ☐ No — Incident reports are completed for security events

Documentation And Security Records

☐ Yes ☐ No — Access control logs are reviewed regularly

☐ Yes ☐ No — Key inventory records are current

☐ Yes ☐ No — Security policies are available to building staff

☐ Yes ☐ No — Previous security deficiencies have been corrected

FINAL NOTES

Inspector Comments:

_____

_____

_____

_____

Inspector Name: _____

Inspector Email: _____

Inspection Date: _____

☐ **I confirm this inspection was completed accurately**

Powered by: FIELD EAGLE www.fieldeagle.com