



Physical Security Weekly Checklist

Fencing and Gates			
Is the fence currently in good repair?	Yes	No	N/A
Are there any breaks in the fence that need to be repaired?	Yes	No	N/A
Are gates installed at access points to the facility?	Yes	No	N/A
If so, are they currently in working order?	Yes	No	N/A
Doors			
Are all exterior doors in good working condition?	Yes	No	N/A
Are all exterior doors equipped with automatic closures?	Yes	No	N/A
Are overhead doors equipped with appropriate locking devices?	Yes	No	N/A
Lighting			
Is the perimeter of the facility properly lighted?	Yes	No	N/A
Do you have adequate in the following areas with no burned out bulbs?			
Vehicle and Pedestrian Gates	Yes	No	N/A
Pedestrian Walkways	Yes	No	N/A
Employee Entrances	Yes	No	N/A
Parking Areas	Yes	No	N/A
Dock Doors	Yes	No	N/A
Truck/Trailer Staging Area	Yes	No	N/A
Closed Circuit Television (CCTV)			
Is your CCTV system currently functioning properly?	Yes	No	N/A
IS your DVR (or NVR) currently recording and retaining video for 30 days?	Yes	No	N/A
Are there any cameras currently out?	Yes	No	N/A
If so, please list			
Are the following areas covered with working cameras?			
Gate Entry/Exit	Yes	No	N/A
Personnel Doors	Yes	No	N/A
Dock Doors	Yes	No	N/A
High Value Product	Yes	No	N/A
Facility Exterior	Yes	No	N/A
Parking Areas	Yes	No	N/A
Lobby	Yes	No	N/A
Alarm System			
Is your alarm system currently functioning properly?	Yes	No	N/A
Is the system tested and inspected periodically?	Yes	No	N/A
When was the last time it was tested?	Yes	No	N/A
Does the system provide protection for all exterior doors and windows?	Yes	No	N/A
Is the call list up-to-date?	Yes	No	N/A
Are alarm codes for current associates only (codes for former associates cancelled)?	Yes	No	N/A