**Security guard patrol check sheet by SIRV –**

**Inspect site safety and security measures**

These security patrol procedures check whether a site’s safety and security measures are in good working order:

1. Exterior security measures such as, perimeter fencing, CCTV, barriers, access and egress etc.
2. Internal security measures such as, access control, CCTV, confidential waste disposal
3. Exterior safety measures such as, muster points, building works, lighting
4. Internal safety measures such as, fire doors, fire extinguishers, fire alarm, flood precautions

In addition, the guard should report any decline in general security and safety measures. For example:

* Lighting fault Heating and cooling in sensitive areas
* Lift and escalator fault
* Hazards likely to lead to a slip, trip or fall
* Hazardous substances exposed
* Spillages
* Leaks
* Fire exit route blocked
* Build-up of rubbish
* Unauthorised devices on site, for example external hard drives, USB drives etc.
* Suspicious items
* Listening and watching devices on site
* Documents not secure
* Vandalism
* Unauthorised vehicle on site