[Company name] security patrol log

Page no. _____

Site and client: Patrol type (foot, vehicle, inside, outside):

Guard and license no.: Took over from:

Shift: from (day, date, 24-hour time) to

Route, checkpoints and rounds due (from the post orders):

#	Time	Where (area or checkpoint)	What you checked and found	What you did, who you told	Initials
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					

End of shift

Rounds done: of due. Rounds late, short or missed, and why:

Open items passed down to the next guard:

Guard signature: date and time

Reviewed by (supervisor): date

Ink only. One entry per line, in time order, 24-hour clock, written as it happens. Write what you checked and found, not "all secure". Cross out a mistake with one line and initial it; never erase or cover it, and never tear out a page. Draw a line through unused space. From GuardChek, guardchek.com/blog/security-patrol-report-template, (888) 883-3409. General guidance, not legal advice.

[Company name] security patrol checklist

Site: _____ Date: _____

Tick each item as you check it, one column per round. Cut the list down to what matters at this site, and write anything you find in the patrol log.

Round 1 start: Round 2 start: Round 3 start: Round 4 start: Round 5 start: Round 6 start:

Check	1	2	3	4	5	6
Outside						
Fences and gates closed and locked, no gaps, cuts or damage	☐	☐	☐	☐	☐	☐
Outside doors closed, locked and latched; try each one	☐	☐	☐	☐	☐	☐
Windows closed and unbroken	☐	☐	☐	☐	☐	☐
Lights working over doors, paths and parking; note any out	☐	☐	☐	☐	☐	☐
Roof access, ladders and fire escapes secured	☐	☐	☐	☐	☐	☐
Dumpsters, storage containers and sheds locked	☐	☐	☐	☐	☐	☐
Signs of forced entry, graffiti or damage	☐	☐	☐	☐	☐	☐
Inside						
Doors to offices, storage, electrical and server rooms locked as the post orders say	☐	☐	☐	☐	☐	☐
Stairwells clear and lit	☐	☐	☐	☐	☐	☐
Water on floors, leaks from ceilings or pipes	☐	☐	☐	☐	☐	☐
Unusual smells, smoke or heat	☐	☐	☐	☐	☐	☐
Equipment left on that should be off	☐	☐	☐	☐	☐	☐
Elevators working	☐	☐	☐	☐	☐	☐
Fire and life safety						
Fire exits clear and not blocked	☐	☐	☐	☐	☐	☐
Fire doors closed, not propped open	☐	☐	☐	☐	☐	☐
Exit signs and emergency lights working	☐	☐	☐	☐	☐	☐
Fire extinguishers in place	☐	☐	☐	☐	☐	☐
Fire alarm panel showing normal, no trouble lights	☐	☐	☐	☐	☐	☐
Slip and trip hazards: spills, ice, loose mats, cables	☐	☐	☐	☐	☐	☐
People and vehicles						
Anyone on site without a reason to be there	☐	☐	☐	☐	☐	☐
Contractors and visitors signed in, and gone at the time they said	☐	☐	☐	☐	☐	☐
Vehicles parked after hours or where they should not be	☐	☐	☐	☐	☐	☐
Unscheduled deliveries	☐	☐	☐	☐	☐	☐
After each round						
Patrol log written for the round	☐	☐	☐	☐	☐	☐
Hazards and damage reported, and who was told	☐	☐	☐	☐	☐	☐
Incident report started if needed	☐	☐	☐	☐	☐	☐

Guard signature: date and time

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