

# Security Guard Daily Checklist Template



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## Shift Details:

Date: [Date of the security shift]

Shift Start Time: [Time when the shift begins]

Shift End Time: [Time when the shift ends]

Security Guard Name: [Name of the security guard]

## Uniform and Equipment Check

- Uniform worn correctly and is clean.
- Identification badge displayed.
- All necessary equipment (e.g., radio, flashlight, keys) checked and in working condition.

## Initial Patrol and Inspection

- Walk the perimeter and inspect for signs of breaches or damage.
- Ensure all access points (doors, gates, windows) are secure.
- Check surveillance cameras and confirm they are operational.
- Verify alarm systems are active and functioning.

## Logbook and Reports

- Review the previous shift's logbook entries.
- Document initial patrol findings.
- Log any incidents or observations throughout the shift.

## Regular Duties

- Conduct regular patrols of assigned areas at stipulated intervals.
- Monitor surveillance systems.
- Interact and provide assistance to staff and visitors when required.
- Respond to any security alarms or emergencies promptly.
- Record visitor entries and exits (if applicable).

## Safety Protocols

- Familiarize with and be ready to execute emergency evacuation procedures.
- Check fire extinguishers and other safety equipment for proper placement and condition.
- Ensure designated smoking areas are respected and safe.
- Verify hazardous areas are properly marked and locked.

## End of Shift Duties

- Secure all doors, windows, and access points.
- Record and report any incidents or observations during the shift.
- Hand over to the incoming security personnel and brief them on any outstanding issues.
- Ensure the logbook is up-to-date.

## Supervisor/Manager Verification:

- Supervisor's signature confirming the completion and accuracy of the checklist