

Items/Areas in Need of Inspection	Yes	No	N/A
Adequate lighting provided in parking lot			
Entrance free from overgrowth of trees and shrubs			
Exterior of building and vehicles are maintained and free from graffiti			
Outside doors have locks that properly work and doors remain closed			
Doors maintained and locked according to facility policy			
Emergency alarm systems regularly tested and maintained			
Windows free from broken glass or cracks			
Emergency evacuation manuals readily available			
Buddy system used and outside exterior lighting properly working for employees entering/exiting the building during non-daylight hours			
Security cameras properly placed and working			
Staff wear proper identification -- name badges with photo ID			
Visitors must report to front desk, provide identification and sign in			
Employees are training to report suspicious people/visitors			
Workplace violence prevention program implemented and employees trained on recognizing signs of such behavior			
Current emergency contact list readily available			
Emergency lighting provided throughout facility			

Comments:



Completed by: _____

Date: _____

Administrator Signature: _____