



Facilities Operations Checklist



Each building may have a few specific needs based on its unique location and architecture. Below is a list of baseline considerations you may want to reassess regularly.

EXTERIOR AND PERIMETER SECURITY

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|---|---|
| <input type="checkbox"/> EXTERIOR LIGHTING
Automatically controlled. A well-lit exterior is a proven deterrent for unwanted activity. | <input type="checkbox"/> WINDOWS
If windows can be opened, ensure they are locked. Possibly install open/closed sensors on ground level. Use tempered glass on ground level |
| <input type="checkbox"/> EXTERIOR ACCESS CONTROLS
Secured exterior locksets controlled with card reader
Badges for access. | <input type="checkbox"/> DOORS
Hardened wherever feasible. Hinge pins should be internal, welded, or otherwise treated to prevent removal. |
| <input type="checkbox"/> CAMERAS
Exterior cameras to cover entry and exit points of the building. Clear lines of sight are crucial. | <input type="checkbox"/> EMERGENCY POWER
If applicable, ensure access controls are connected to Emergency power. Ensure generator is securely enclosed. |
| <input type="checkbox"/> LANDSCAPING
Keep hedges and bushes trimmed to prevent hiding spots. Be mindful of items in the landscaping that can be used as weapons or tools. | <input type="checkbox"/> UTILITY ACCESS POINTS
Ensure utility access points are secured by a controlled means when not in use. |

INTERIOR SECURITY

- | | |
|---|--|
| <input type="checkbox"/> LOBBIES
Interior/exterior cameras if necessary. | <input type="checkbox"/> ELEVATORS
Card access on all elevators to require badging before operation. Floor tracking is also recommended. |
| <input type="checkbox"/> STAIRWELLS
Card access controls on all stairwell entries to deter unwanted entry. | <input type="checkbox"/> INTERIOR LIGHTING
Automatically controlled. Provide adequate lighting to assist with interior cameras. |
| <input type="checkbox"/> PUBLIC SPACES
Are waiting areas routinely searched? Are public bathrooms routinely searched? Do public trash receptacles easily conceal hazards? | <input type="checkbox"/> FIRE EXITS
Ensure the fire exits and egress paths are clearly marked and posted. |