

**SAFETY & SECURITY INSPECTION CHECKLIST**

Security Personnel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Duty: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 MCC Main MCC Dapdap

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| **FREQUENCY** | **INSPECTION ACTIVITY** | **Put ✔ if DONE** | **REMARKS** |
| **Daily** | 1.Monitor and control access at building entrances and vehicle gates; strictly implement policy on permitting entry to all employees, students, clients, and visitors; controls traffic by directing drivers while making sure proper checking of vehicle before they leave the campus’ premises. |  |  |
| 2. Secures premises and personnel by patrolling property. |  |  |
| 3. Inspecting buildings, equipment, and access points. |  |  |
| 4. Patrol randomly or regularly building and perimeter as directed. |  |  |
| 5. Check all offices’ equipment (e.g. air-condition, electric fan, air purifier, water dispenser, etc.) if properly turn-off before and after office hours. |  |  |
| 4. Prevents losses and damage by reporting irregularities immediately. |  |  |
| 5. Informing violators of policy and procedures. |  |  |
| 6. Restraining trespassers. |  |  |
| 7. Completes reports by recording observations, information, unusual occurrences, and surveillance activities; interviewing witnesses; obtaining signatures. |  |  |
| 8. Report twelve (12) hours a day and work at a time and schedule set by his/her supervisor. |  |  |
| **As needed** | 9. Contributes to team effort by accomplishing related results as needed. |  |  |
| 10. Observe for signs of crime or disorder and investigate disturbances. |  |  |
| 11. Act lawfully in direct defense of life or property. |  |  |
| 12. Apprehend criminals and evict violators. |  |  |
| 13. Report in detail any suspicious incidents. |  |  |
| 14. Watch alarm systems or video cameras and operate detecting/emergency as directed. |  |  |
| 15. Obtains help by sounding alarms. |  |  |

**Inspected by: Noted By:**

 Signature over Printed Name Ms. Happy S. Pelayo

 Security Head Vice President for Administration