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Physical Security Site Walk-Through Checklist

Mark each item OK, Review, Not Observed (N/O), or Not Applicable (N/A). Record evidence references and site-specific notes.

Site / facility ____________________ **Assessment date** __________ **Assessor** __________

Address / location ____________________ **Assessment purpose** ____________________

1. PERIMETER AND GROUNDS

Review item	OK	Review	N/O	N/A	Notes / evidence reference
Property boundaries, fencing, gates, and signs are visible and maintained.	☐	☐	☐	☐	
Landscaping does not conceal people, doors, windows, cameras, or lighting.	☐	☐	☐	☐	
Exterior lighting supports safe travel and observation after dark.	☐	☐	☐	☐	
Parking, pedestrian routes, and remote areas have appropriate oversight.	☐	☐	☐	☐	
Delivery, service, utility, roof, and maintenance access points are controlled.	☐	☐	☐	☐	
Emergency responders can reach the site without avoidable delay.	☐	☐	☐	☐	

2. ENTRANCES AND ACCESS CONTROL

Review item	OK	Review	N/O	N/A	Notes / evidence reference
Exterior doors, frames, hinges, glazing, locks, and windows show no obvious weakness.	☐	☐	☐	☐	
Employee credentials, keys, codes, and mobile access are issued and revoked consistently.	☐	☐	☐	☐	
Visitor identity, authorization, badges, escorts, and departure are handled consistently.	☐	☐	☐	☐	
Reception or entry staff can identify and respond to unauthorized access attempts.	☐	☐	☐	☐	
Loading docks, receiving areas, and contractor entrances are supervised or secured.	☐	☐	☐	☐	
After-hours entry and propped-door events are detected and reviewed.	☐	☐	☐	☐	
Accessible and emergency exits remain functional without bypassing necessary controls.	☐	☐	☐	☐	

Record specific conditions and evidence; a checked box alone is not a complete assessment record.

Site Walk-Through - Continued

Mark each item OK, Review, Not Observed (N/O), or Not Applicable (N/A). Record evidence references and site-specific notes.

3. PEOPLE AND PROCEDURES

Review item	OK	Review	N/O	N/A	Notes / evidence reference
Staff know how to report suspicious activity, threats, lost credentials, and security failures.	☐	☐	☐	☐	
Opening, closing, lone-worker, and after-hours practices are documented and understood.	☐	☐	☐	☐	
Security or reception coverage matches operating hours and identified risk periods.	☐	☐	☐	☐	
Contractor, temporary-worker, and vendor access is sponsored and periodically reviewed.	☐	☐	☐	☐	
Key and credential inventories are reconciled; overdue returns are followed up.	☐	☐	☐	☐	
Incident escalation contacts and responsibilities are current and accessible.	☐	☐	☐	☐	

4. CCTV, ALARMS, AND MONITORING

Review item	OK	Review	N/O	N/A	Notes / evidence reference
Camera views cover priority approaches, entrances, transaction points, and protected assets.	☐	☐	☐	☐	
Blind spots, backlighting, obstructions, weather, and nighttime image quality are reviewed.	☐	☐	☐	☐	
Recording time, date, retention, storage capacity, and access permissions are verified.	☐	☐	☐	☐	
Camera, recorder, and network failures generate a visible or monitored alert.	☐	☐	☐	☐	
Intrusion, duress, door, environmental, and other alarms reach an appropriate responder.	☐	☐	☐	☐	
Alarm contacts, call lists, test schedules, and response expectations are current.	☐	☐	☐	☐	

Record specific conditions and evidence; a checked box alone is not a complete assessment record.

Site Walk-Through - Continued

Mark each item OK, Review, Not Observed (N/O), or Not Applicable (N/A). Record evidence references and site-specific notes.

5. EMERGENCY AND CONTINUITY READINESS

Review item	OK	Review	N/O	N/A	Notes / evidence reference
Emergency exits, routes, assembly areas, and accountability procedures are understood.	☐	☐	☐	☐	
Mass notification, radios, phones, public address, or other communications are usable.	☐	☐	☐	☐	
Backup power supports priority security, life-safety, and communications functions.	☐	☐	☐	☐	
Response plans address violence, severe weather, fire, medical events, and utility loss.	☐	☐	☐	☐	
Exercises, inspections, maintenance, and corrective actions are documented and followed up.	☐	☐	☐	☐	

6. INFORMATION, EQUIPMENT, AND HIGH-VALUE ASSETS

Review item	OK	Review	N/O	N/A	Notes / evidence reference
Server, communications, records, cash, medication, weapon, and high-value storage areas are controlled.	☐	☐	☐	☐	
Sensitive documents, displays, keys, codes, and portable devices are protected from casual access.	☐	☐	☐	☐	
Secure disposal containers and destruction practices match the sensitivity of discarded material.	☐	☐	☐	☐	
Inventory, tamper evidence, and environmental controls support critical equipment and assets.	☐	☐	☐	☐	
Public, employee, operational, and restricted areas are clearly differentiated.	☐	☐	☐	☐	
Known security deficiencies have an owner, target date, and documented interim measure where needed.	☐	☐	☐	☐	

Record specific conditions and evidence; a checked box alone is not a complete assessment record.

Site Walk-Through - Observations and Priorities

Capture important conditions, evidence references, immediate concerns, and recommended follow-up.

Site / facility ______________________ **Assessment date** ______________ **Assessor** ______________

Address / location ______________________ **Assessment purpose** ______________________

PRIORITY OBSERVATIONS

ID	Observed condition	Area	Risk / impact	Evidence ref.	Immediate or next action

Assessor signature ______________________ **Date** ______________ **Reviewed by** ______________________

General-purpose checklist only. It does not replace applicable codes, site-specific risk analysis, or professional judgment.