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| Address: |
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|  |
| Date: |

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| **Site** | |
| Number of building entrances? |  |
| How many floors (including basements)? |  |
| How many lifts (visitors and service elevators)? |  |
| Is the building shared with other occupants? (who?) |  |
| Are there any high-profile government buildings within 1.5km? |  |
| Distance of the building to the nearest police station? |  |
| Distance of the building to the nearest fire station? |  |
| Distance of the building to the nearest hospital or medical facility? |  |
| Are there diplomatic missions within 1.5km? |  |
| Are there religious buildings or ethnic iconic locations within 1.5km? |  |
| Any factories involved in production or processing of hazardous materials in proximity? |  |
| What are the general sanitation and hygiene conditions of the site? (For example, note if the building is located close to a swamp and the presence of mosquitoes for risk of malaria or dengue.) |  |
| Comments: | |

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| **Perimeter and access control** | **Yes, No, Answer** |
| Does the building have a perimeter fence and/or wall? |  |
| What is the approximate height of this fence? Any special features (razor wire, electrified etc.) |  |
| Is the perimeter under CCTV coverage? |  |
| Is there a barrier to control vehicle access? |  |
| Is there a means to control pedestrian access? |  |
| Does the building have an existing security guard force? |  |
| If so, state name of security firm. |  |
| Is the guard force in-house or outsourced? |  |
| How long has an outsourced company been providing the security for the building? |  |
| What is the number of guards during the day? |  |
| What is the number of guards during the night? |  |
| Do they carry out security checks on visitors? |  |
| Is there a security control room? If so, is it manned 24/7? |  |
| Do they patrol the perimeter of the building? |  |
| Do they respond to emergency incidents or alarm activations? |  |
| What nature of incidences is the guard force trained and equipped to deal with? |  |
| Are the guard force armed? |  |
| Comments: | |

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| **Building and access control** | **Yes, No, Answer** |
| Are building access points (doors) of a security design? |  |
| Is there a manned reception desk? |  |
| Are ground level windows secured (e.g. bars or grilles or films)? |  |
| Do windows have anti-shatter film or laminated glass? |  |
| Are doors and windows alarmed when locked? |  |
| Does the building interior have a movement-triggered IDS? |  |
| Where are the ACU/IDS control points terminated? |  |
| Who keeps or maintain records of data from the ACU/IDS? |  |
| Where do alarms trigger? |  |
| Comments: | |
| **Screening and searching** | **Yes, No, Answer** |
| Are vehicles physically inspected or screened on entering the perimeter? |  |
| Are pedestrians physically inspected or screened on entering the perimeter? |  |
| Are pedestrians physically inspected or screened on entering the building? |  |
| Do the security personnel manually search visitors? |  |
| Do the security personnel use handheld metal and explosive detectors? |  |
| Is there an Archway Metal Detector (AMD)? |  |
| Is there an X-ray baggage scanner at the entrance of the building? |  |
| Are post/packages screened on delivery to the building? |  |
| Comments: | |

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| **CCTV** | **Yes, No, Answer** |
| Do building access points benefit from natural surveillance? |  |
| How many CCTV cameras cover the outside of the building? |  |
| How many CCTV cameras cover inside the building? |  |
| Are cameras fixed or pan and tilt? |  |
| Is the CCTV footage displayed live on screen? |  |
| From where is the CCTV monitored? |  |
| Are the images from the CCTV recorded? |  |
| Comments: | |
| **Traffic control** | **Yes, No, Answer** |
| Is there traffic management? |  |
| Is there dedicated parking and is it secure? How many spaces? |  |
| Is parking separated between visitors and tenants/staff? |  |
| How is vehicle access controlled (e.g. vehicle security barriers)? |  |
| How many vehicle entrances and exits to the car park? |  |
| How many pedestrian entrances and exits to the car park? |  |
| Is there direct access (e.g. elevator, staircase or internal door) to car parks from within the building? |  |
| What is the vehicle stand-off distance? |  |
| Comments: | |

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| **Security lighting** | **Yes, No, Answer** |
| Is the perimeter lit with security lighting? |  |
| Is the area lit with security lighting? |  |
| Is there floodlighting on the building exterior? |  |
| Is the gatehouse area illuminated? |  |
| Is there supplementary lighting to eliminate dark areas? |  |
| Is the lighting continuously on at night or movement activated? |  |
| Comments: | |
| **Building fire safety** | **Yes, No, Answer** |
| Does the building have smoke detectors? |  |
| Does the building have sprinkler devices? |  |
| Are the smoke detectors connected to the sprinklers? |  |
| How many emergency exits are there on the considered floor? |  |
| Is there fire safety equipment on the considered floor (fire hose and extinguishers? |  |
| Is there a central fire alarm system in place? |  |
| If so, is the central alarm system linked to all floors? |  |
| Are emergency exits shut and alarmed when not in use? |  |
| Explain the procedure to evacuate persons with restricted mobility |  |
| Comments: | |

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| **Power backup for maintaining security systems** | **Yes, No, Answer** |
| Have there been any power cuts from the central power provider during the last 3 months? |  |
| Does the building have UPS/inverter? |  |
| Is there a generator/solar panel or backup power arrangements? |  |
| If so, is the generator automatically activated when power is cut? |  |
| Can the emergency generator sustain power for security systems? |  |
| How long can the generator run before requiring refuelling? |  |
| Is the generator secure within the perimeter? |  |
| State of connectivity – cell phone, wifi etc? |  |
| Comments: | |