Security patrol checklist

11/3/26, 11:54 AM

This list is a starting point, not a verified template. It may contain errors or gaps. Review it and add what your site needs before you use it.
Online and as an app template: checkloop.app/checklists/security-patrol/

Site

Date

Time

Name

Start of shift

- [ ] Handover notes and occurrence book read
- [ ] Radio or phone charged, connection to control room tested
- [ ] Torch, keys and ID badge on hand
- [ ] Emergency numbers and alarm plan within reach
- [ ] Special events known: deliveries, contractors, functions

Grounds

- [ ] Fences and gates intact and locked
- [ ] Outdoor lighting working
- [ ] No unauthorised people on site
- [ ] Vehicles on site checked, unknown ones noted
- [ ] Containers and storage areas secured
- [ ] Escape routes and fire access clear

Building perimeter

- [ ] All external doors locked
- [ ] Windows closed, no signs of forced entry
- [ ] Roller doors and loading bays closed
- [ ] Roof access secured

Interior

- [ ] Emergency exits clear and unobstructed
- [ ] Fire doors closed, not wedged open
- [ ] No smell of smoke or gas, no water damage
- [ ] Plant rooms showing no fault alarms
- [ ] Lights off in unused areas
- [ ] Equipment switched off where required
- [ ] Intruder alarm set

End of patrol

- [ ] Incidents recorded with location and time
- [ ] Control room or client informed of incidents
- [ ] Occurrence book completed
- [ ] Handover to the next shift



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