SECURITY ROUNDS
CHECKLIST GUIDE

The following are procedures to be followed by the SDO when conducting scheduled rounds as delineated in Appendix B of this instruction.

Note: **Scheduled security rounds are only conducted after normal working hours, so all entrances, windows, classified material, etc. in unoccupied spaces are to be secured by each Directorate.**

Note: **If any discrepancies are found during rounds (i.e. classified material improperly stowed, spaces found unlocked, unauthorized personnel found in spaces, temperature or humidity readings out of limits), see the appropriate section under SECURITY ROUNDS IMMEDIATE ACTION GUIDE in this appendix.**

ALL INTERIOR SPACES SP-91

☐ No unauthorized personnel present.

If Safety Center personnel are working in SP-91 after normal working hours:

☐ Record on SDO check-off list:
- Number personnel
- Code(s)/room #(s)

☐ Remind them to:
- Secure space when they depart, and,
- Check out with the SDO.

☐ Advise them that if the SDO is not in the Duty Office when they leave, they should leave through one of the two back doors and ensure that the door locks behind them and leave a note in the SDO duty room when they depart.

☐ Windows closed and locked.

☐ Doors leading from offices to main passageways locked.
NOTE: Any conference rooms found unlocked should be left unlocked.

☐ Classified Material properly stowed.

☐ Safes and file cabinets containing classified materials properly secured and locked.

☐ Verify electrical equipment in unoccupied spaces not properly secured
including:
- Coffee pots,
- Copiers
- Fans,
- LAN printers

not including:
- Fax machines,
- Laser printers (Admin Office, Shore Directorate spaces and Rm. 301).
- Refrigerators
- Clocks.

NOTE: The securing of these items are the responsiblity of each Directorate late staying person(s). SDO to verify all secured. If found not secured, secure and notify the SWO the next morning.

☐ Internal lighting secured except for:
- "**EXIT**" lights.
- Passageways, heads and spaces used by personnel still working.
- Desk lights.

Print Form

ALL EXTERIOR SPACES SP-91

☐ External entrances to building secure.
Note: Lock and check entrances.
Note: Check the upper and lower pins extended (locked) on each door without a key lock.

☐ Windows, including those in heads, closed and internal lighting secured.
Note: Walk around building looking at outside of buildings for open windows, lights on, etc.

DUTY OFFICE

☐ Return the Security Rounds Report back to the binder NR 2 daily.

☐ Ensure the duty office is maintained in an orderly condition.

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