

Facility Safety Checklist

Facility Security

- ☐ Is there a written facility/floor plan with a general layout of the facility (inc. Exit routes, fire extinguishers etc)?
- ☐ Are perimeters protected by intrusion alarm devices?
- ☐ Is the alarm system inspected regularly?
- ☐ Is the perimeter of the facility protected by adequate lighting?
- ☐ Are lighting fixtures checked for proper operation and replaced immediately if found to be defective/inoperable?
- ☐ Does the facility have a dependable auxiliary source of power?
- ☐ Are locks and keys to all buildings and entrances supervised and controlled by authorized personnel?
- ☐ Are locks changed immediately upon loss or theft of keys?
- ☐ If master keys are used, are they devoid of markings identifying them as such?
- ☐ Is there an emergency action plan or evacuation plan –if so, are employees aware and educated on procedures?
- ☐ Is there a workplace violence plan, drug and substance abuse plan -if so, are employees aware and educated on procedures?