

Bi-Annual Security Self- Inspection Checklist

TRUE SECURITY INTEGRATION



A  **FIRSTSERVICE** COMPANY



BI-ANNUAL SECURITY SELF-INSPECTION CHECKLIST

***(A Guide To Be Used By Employees For Security Self-Inspections of Their Work Area.
Preferred Inspection Time is Shortly After Closing)***

1. Sensitive or Restricted Documents that are Not Locked in Secured Containers

Check:

- On desks
- Unlocked desk or workstation drawers
- Unlocked containers
- Book shelves
- In or under notepads
- Wastepaper baskets
- Under paperweights, etc.

2. Computer Passwords/Combination to Locks & Safes

Check:

- Under desk blotters
- Desk trays/baskets
- Electronic organizers/laptops
- Telephone/address book & business card file
- Wall calendars
- Written in pen/pencil inside desk drawer
- Birth dates/addresses, etc.
- Building/floor number(s)
- Are they changed regularly and/or after someone leaves?

3. Keys Providing Access to Sensitive Documents or Materials

Check:

- Under desk blotters
- Desk trays/exposed baskets
- Candy jars, planters, ashtrays, etc.
- Unlocked desk drawers
- Hanging under the desk
- Unlocked containers
- Door sills



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3. Keys Providing Access to Sensitive Documents or Materials cont'd

Check:

- Hanging on walls
- Adjoining offices/desks

(Note: Keys should not be marked with office names or the building address).

4. Locks to Containers & Safes

Check:

- All locked
- Padlocks should have identifying marks and the logo or company name to prevent unauthorized replacement

5. Computer Equipment

Check:

- Passwords not readily accessible
- User ID's not readily accessible
- Log-on/log-off procedures not accessible
- Obvious user ID/password compromises such as company name, building address number, company phone number, etc.
- Look for equipment left logged-on

6. Forms

Check:

- All secured (e.g., cheques)

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