Post orders checklist

One sheet per post: tick every line the current orders already answer.

Property _____ **Station** _____

Checked by _____ **Date** _____

Station and hours

- ☐ Station named exactly (lobby desk, guardhouse, garage booth, dock office)
- ☐ Start and end times for each shift
- ☐ Weekend and holiday hours listed separately
- ☐ How the desk is left during a round
- ☐ Radios, keys, flashlights and visitor log kept at the station
- ☐ Parking, entry and break arrangements
- ☐ Armed or unarmed coverage, hour by hour

Shift duties and rounds

- ☐ Opening tasks for the first shift, in order
- ☐ Lockup tasks for the last shift: lights, gates, alarm
- ☐ Round route with each checkpoint named
- ☐ What to look at at each checkpoint
- ☐ Number of rounds per shift and rough timing
- ☐ How each round is time-logged

Access and visitors

- ☐ Who may enter without signing in
- ☐ Sign-in steps for expected guests
- ☐ Handling of unannounced guests
- ☐ Couriers, food deliveries and vendors
- ☐ Escort-only areas listed by name
- ☐ After-hours entry rules and how they are recorded
- ☐ Lost badge and key steps

Reports and call list

- ☐ Recipients of shift and incident reports
- ☐ What belongs in the running log
- ☐ Police and fire numbers, with the street address for dispatch
- ☐ Your contacts in calling order, with backups
- ☐ Events that need a call now vs the next report
- ☐ Facilities contacts for leaks or failed locks

Shift handoff

- [ ] Open items briefed in person
- [ ] Keys and equipment counted and signed for
- [ ] Guests, vehicles or late workers still on site noted
- [ ] Expected deliveries and late arrivals passed on
- [ ] Both officers sign the log

Upkeep

- [ ] Orders kept at the post, where every officer on that station can read them
- [ ] Orders reviewed after a tenant, hours or construction change
- [ ] Gaps found after an incident written into the next revision
- [ ] Your own copy of the orders kept up to date

Notes