Security Walkthrough Prep Checklist

Work through this sheet before the walkthrough and bring it along. Use the last section to check the written proposal when it arrives.

Property _____ **Address** _____

Prepared by _____ **Walkthrough date** _____

Information to gather

- ☐ Site plan or building list
- ☐ Occupied and unoccupied hours
- ☐ Incident history, minor incidents included
- ☐ Report recipients
- ☐ Emergency contacts
- ☐ Access credentials the officers will need
- ☐ Footage of recent incidents, even short clips

Topics to discuss

- ☐ Hours of occupancy
- ☐ Deliveries
- ☐ After-hours work
- ☐ Existing security measures
- ☐ Scheduled fire protection work (fire watch may be needed)
- ☐ No incident history? What neighbors mention and what worries staff

Areas to walk

- ☐ Entries and gates
- ☐ Reception
- ☐ Stairwells and garages
- ☐ Perimeter and lighting
- ☐ Existing cameras
- ☐ Side doors propped open or garage gates that never fully close
- ☐ Campus: how buildings relate and where patrol routes would run

Who joins the walkthrough

	PROPERTY	WHO TO BRING
☐	Office	Facilities lead and an operations director
☐	HOA	Community manager and a board member
☐	Construction site	Superintendent
☐	Alarm response or monitoring under review	Alarm or camera vendor

After dark

- ☐ After-hours concerns raised ahead of the visit
- ☐ Site viewed after dark when after-hours activity is the main concern
- ☐ Parking lot stretches left in shadow noted
- ☐ Loading areas that go quiet at night noted

When the proposal arrives

- ☐ Hours and duties listed for each post
- ☐ Patrol points and visit pattern named
- ☐ Camera views to be monitored
- ☐ Escalation contacts
- ☐ Who receives shift reports and incident photos
- ☐ Every area raised during the visit addressed
- ☐ Full plan or a smaller start weighed against the budget

Notes