



BLACK FLAG SECURITY
LEADERS IN PROTECTIVE SERVICES

Daily Door & Perimeter Check Sheet

Officer Information

Officer Name: _____

Date: _____

Shift: Morning Midday Afternoon Evening Overnight

1. Exterior Door Check – Beginning of Shift

All exterior doors must be visually and physically checked.

Door Number / Location	Condition (Locked / Operational)	Damage / Issue	Corrective Action	Initials
Main Entrance	<input type="checkbox"/> OK <input type="checkbox"/> Not OK	_____	_____	_____
Side Entrance A	<input type="checkbox"/> OK <input type="checkbox"/> Not OK	_____	_____	_____
Side Entrance B	<input type="checkbox"/> OK <input type="checkbox"/> Not OK	_____	_____	_____
Gym / Cafeteria Exit	<input type="checkbox"/> OK <input type="checkbox"/> Not OK	_____	_____	_____
Playground Door	<input type="checkbox"/> OK <input type="checkbox"/> Not OK	_____	_____	_____

Bus Loop Door	<input type="checkbox"/> OK <input type="checkbox"/> Not OK	_____	_____	_____
Staff / Service Door	<input type="checkbox"/> OK <input type="checkbox"/> Not OK	_____	_____	_____
Maintenance / Utility Door	<input type="checkbox"/> OK <input type="checkbox"/> Not OK	_____	_____	_____
Portable/Classroom External Doors	<input type="checkbox"/> OK <input type="checkbox"/> Not OK	_____	_____	_____

2. Perimeter Inspection – Beginning of Shift

Fencing / Barriers:

- Intact
- No tampering
- No gaps or climb points
- Gates locked and secured

Grounds:

- No suspicious vehicles
- No abandoned bags/items
- No loiterers or unauthorized individuals
- Lighting functioning (if applicable)
- Cameras unobstructed

Exterior Windows:

- No broken windows
- Locks appear intact
- No pry marks or forced entry indicators

Officer Notes:

3. Midday Door Re-Check (Optional / High-Risk Campuses)

Door / Location	Secure	Issue Found	Initials
Randomized Set 1	<input type="checkbox"/>	_____	_____

Officer Signature: _____ Date: _____