

Office Reception Area Security Checklist

AREA CONDITION

- ☐ Reception area is clean and free of unattended items
- ☐ Visitor logbook is present and up-to-date
- ☐ Emergency exits are clear and accessible

ACCESS CONTROL

- ☐ Entry points are monitored or supervised
- ☐ All visitors are properly signed in
- ☐ ID badges are issued to guests

SECURITY DEVICES

- ☐ Surveillance cameras are functioning
- ☐ Alarm systems are armed when needed
- ☐ Telephone/intercom at reception is operational

PERSONNEL

- ☐ Reception staff are present at assigned hours
- ☐ Staff are aware of emergency procedures
- ☐ No unauthorized persons in the reception area

NOTES / ISSUES IDENTIFIED

Checked by (Name & Signature)

Date