

Clean Desk Daily Audit Checklist

Item	Yes	No	N/A
Desk surface is clear of unnecessary items	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Confidential documents are securely stored	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drawers/cabinets are locked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No passwords visible or written down	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer is locked/logged off when unattended	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mobile devices secured	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Waste bins are emptied/checked for confidential waste	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments / Actions Required:

Auditor Name:

Date: