

Clean Desk Policy Compliance Report

Department/Team:

Location:

Date of Assessment:

Assessed By:

Assessment Checklist

Item	Compliant	Non-Compliant	Notes
No confidential papers left unattended	<input type="checkbox"/>	<input type="checkbox"/>	<div></div>
Desks clear of unnecessary items	<input type="checkbox"/>	<input type="checkbox"/>	<div></div>
Computers locked when unattended	<input type="checkbox"/>	<input type="checkbox"/>	<div></div>
Drawers/cabinets locked	<input type="checkbox"/>	<input type="checkbox"/>	<div></div>
Removable media secured	<input type="checkbox"/>	<input type="checkbox"/>	<div></div>

Summary of Findings:

Corrective Actions (if any):

Additional Comments:

Assessor's Signature:

Date: