

School Building Visitor Log & Security Checklist

Visitor Log

Date	Time In	Time Out	Visitor Name	Organization/Affiliation	Purpose of Visit	Person to Visit	Signature

Security Checklist

Item	Checked	Remarks
Main entrance secured		
Exit doors locked		
Visitor badges issued/collected		
Fire exits unblocked		
CCTV operational		
Suspicious activity reported		

Date:

Checked by (Name & Signature):
