

# PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: March 8, 2013

REVISED:

## 709-AR-1. SECURITY INSPECTION REPORT

School/Site: \_\_\_\_\_ Date: \_\_\_\_\_

Inspected By: \_\_\_\_\_

This form is a reminder of general areas and items to be inspected. Check each item "Acceptable" or "Needs Attention." All "Needs Attention" items must include location, and the date corrected must be noted.

Area Inspected	Location(s)	Condition		
		Acceptable	Needs Attention	Date Corrected
<b>Perimeter</b>				
Authorized vehicle traffic only				
Perimeter gates operable				
Dumpsters are located away from buildings				
Access to roof is limited				
Directional signs on curbs and streets				
Landscaping arranged to prevent blind spots				
Walkways are not obstructed				
Exterior lighting in operation				
Condition of perimeter fencing				
<b>Buildings</b>				
Designated visitors' entrance is clearly marked				
Doors to high risk areas are locked				
Door hinges have nonremovable pins				
Door frames made of pry-proof metal				
Doors have security glass				
Windows have latches				
Miscellaneous openings secured (roof, coal chute, crawl space)				
Files, safes and vaults secured				
Fire alarms and smoke detectors operational				

Area Inspected	Location(s)	Condition		
		Acceptable	Needs Attention	Date Corrected
<b>Traffic Control</b>				
Parking lot – through and cruising traffic				
Speed bumps				
Access to student vehicles is limited				
Parking areas are clearly identified				
Parking lots located in direct visual observation				
School vehicles are parked within school perimeter				
Vehicle entry to playground or activity areas is blocked				
<b>Lighting</b>				
Exterior lights have break-resistant lenses or mesh covers				
Access points are well-illuminated				
Loading and unloading zones are well-illuminated				
Lights are mounted in a way to reduce shadow areas				
Lights provide illumination without glare				
Back-up or supplementary lights in case of power failure				
Lights inspected and replaced regularly				
<b>Security Measures</b>				
Security system operational				
Key/access code control system				
Proper identification and inventory program				
Locks and/or latches in good condition				
Anchor pads or locking devices on portable equipment				
Alarm system operational and in good repair				
School security officers services				
Incident reporting procedure				
After hours law enforcement checks				

Copies of this form will be forwarded to the building principal and the Director of Buildings and Grounds. The inspecting employee will retain a copy.

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Signature of Recipient

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Date