

PART D - KEY CONTROL

19. DESCRIBE KEY CONTROL SYSTEM

20. WHO IS RESPONSIBLE FOR KEY CONTROL?

21. MASTER KEYS

a. NUMBER	b. ISSUED TO	c. POSITION
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YES	NO	22. KEY CONTROL DETAILS
		a. ARE KEYS SIGNED FOR?
		b. ARE ALL KEYS ACCOUNTED FOR?
		c. IS ISSUANCE OF KEYS RECORDED?
		d. IF YES, IS REPORT KEPT UP TO DATE?
		e. ARE KEYS REMOVED FROM VEHICLES AT NIGHT AND ON WEEKENDS?

f. DESCRIBE THE PROCEDURE FOR RETURN OF KEYS WHEN EMPLOYEE IS TERMINATED OR TRANSFERRED

23. ADDITIONAL COMMENTS ON KEY CONTROL

PART E - PERIMETER ALARM SYSTEM

24. PERIMETER ALARM SYSTEM

YES	NO	(X and complete as applicable)
		ARE PERIMETER ALARMS EMPLOYED? IF YES, COMPLETE a. THROUGH f., BELOW, FOR EACH SYSTEM. USE SECTION IV, AS REQUIRED.
		a. NAME OF MANUFACTURER
		b. IS THE ALARM:
		(1) LOCAL?
		(2) CENTRAL STATION?
		(3) SILENT?
		(4) DIRECT (POLICE)?
		c. INSTALLATION DATE (YYMMDD)
		d. HOW MANY POINTS ARE ALARMED?
		e. LOCATION OF MASTER CONTROL BOX

f. LOCATION OF EACH ALARM CONTACT (Use Section IV, or additional sheets, as required.)

WHEN FILLED IN

25. INSPECTION AND MAINTENANCE <i>(For each additional alarm system, use Section IV, as necessary)</i>		
a. DATE OF LAST INSPECTION (YYMMDD)	b. INSPECTED BY	
	(1) NAME <i>(Last, First, Middle Initial)</i>	(2) TITLE
c. DATE OF LAST SERVICE (YYMMDD)	d. SERVICED BY	
	(1) NAME <i>(Last, First, Middle Initial)</i>	(2) TITLE
e. IS THERE A MAINTENANCE CONTRACT?	f. MAINTENANCE COST	
26. WHAT ARE THE LOCAL POLICIES/LAWS REGARDING FALSE ALARMS?		
27. WHAT IS THE RESPONSE TIME TO AN ALARM?		
28. ALARM SYSTEM DETAILS		
YES	NO	<i>(X as appropriate and add any additional comments)</i>
		a. ARE WIRES GOING TO THE LOCAL ALARM PROTECTED; I.E., IN CONDUIT?
		b. IF A PERIMETER ALARM DETECTOR IS USED, DOES RESTORING DOOR OR WINDOW TO ORIGINAL POSITION STOP THE ALARM?
		c. DOES ALARM HAVE A BATTERY BACK-UP?
		d. IS BATTERY CHECKED PERIODICALLY FOR SUITABLE CHARGE?
		e. ARE DURESS ALARMS USED AT ANY POINT?
29. ADDITIONAL COMMENTS ON ALARM SYSTEM		

PART F - PERIMETER LIGHTING

YES	NO	PERIMETER LIGHTING <i>(X and complete as applicable)</i>
		30. ARE ALL PERIMETER AREAS LIGHTED DURING HOURS OF DARKNESS?
		a. IF YES, WHAT TYPE OF LIGHTING IS USED?
		b. IF NO, EXPLAIN
31. LIGHTING SYSTEM DETAILS		
		a. IS LIGHTING:
		(1) MANUAL?
		(2) AUTOMATIC
		b. ARE ALL ENTRANCE AND EXIT GATES WELL LIGHTED? <i>(If any exceptions, explain)</i>
		c. DOES PERIMETER LIGHTING ALSO COVER THE BUILDINGS?
		d. IF LIGHTS BURN OUT, DO LIGHT PATTERNS OVERLAP?
		e. WHO IS RESPONSIBLE FOR TURNING LIGHTS ON AND OFF?
		f. WHO IS RESPONSIBLE FOR LIGHTING MAINTENANCE?
		g. ARE THERE SUPPLIES ON HAND FOR MAINTENANCE OF LIGHTING SYSTEM <i>(Bulbs, fuses, etc.)?</i>
		h. ARE GUARDS:
		(1) EXPOSED BY LIGHTING?
		(2) PROTECTED BY LIGHTING?
		i. ARE GATES LIGHTED?
		j. DO LIGHTS AT GATE ILLUMINATE INTERIOR OF VEHICLES?
		k. ARE CRITICAL AND VULNERABLE AREAS WELL ILLUMINATED?

31. LIGHTING SYSTEM DETAILS <i>(Continued)</i>	
YES	NO
	I. ARE PERIMETER LIGHTS WIRED IN:
	(1) SERIES?
	(2) PARALLEL?
	m. IS THERE AN AUXILIARY POWER SOURCE AVAILABLE?
	n. IF THERE IS AN AUXILIARY POWER SOURCE, IS THERE AN AUTOMATIC SWITCH?
	o. IF THERE IS AN AUTOMATIC SWITCH FOR THE AUXILIARY POWER SOURCE, HOW LONG DOES IT TAKE TO SWITCH TO AUXILIARY POWER?
	p. IF THERE IS AN AUXILIARY POWER SOURCE, IS THERE A MANUAL SWITCH?
	q. IF THERE IS A MANUAL SWITCH FOR THE AUXILIARY POWER SOURCE, WHO IS RESPONSIBLE FOR IT?

32. ADDITIONAL COMMENTS ON LIGHTING SYSTEM

PART G - GUARD SERVICE

YES	NO	<i>(X one)</i>
		33. IS A GUARD SERVICE EMPLOYED? IF YES, PROVIDE DETAILS IN THE APPROPRIATE SPACE.
	a. CONTRACTOR	b. U.S. MILITARY SERVICE
	c. FOREIGN MILITARY ORGANIZATION	d. FOREIGN POLICE AGENCY

34. AGENCY/CONTRACTOR PROVIDING GUARD SERVICES

a. AGENCY/CONTRACTOR NAME

b. ADDRESS *(Include Street, City, State, and 9-digit ZIP Code, Country (if outside CONUS))*

c. REPRESENTATIVE NAME *(Last, First, Middle Initial)*

d. TELEPHONE NUMBER *(Include area code)*

35. HAVE WRITTEN INSTRUCTIONS BEEN ISSUED TO THE GUARDS AS TO THEIR DUTIES AND ASSIGNMENTS?

a. WHAT "EXTRA DUTIES" ARE PERFORMED BY GUARDS? WHAT IMPACT DO THESE DUTIES HAVE ON PROTECTIVE DUTIES?

b. WHAT DAY(S) IS THE FACILITY PROTECTED BY GUARDS?

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

c. GUARD FORCE HOURS

HOURS (1)	NUMBER OF GUARDS (2)
(a) DAY SHIFT	
(b) EVENING SHIFT	
(c) NIGHT SHIFT	

36. CURRENT WAGES PAID FOR GUARD SERVICE

a. HOURLY WAGE RATE FOR GUARDS

b. IS THIS COMPARABLE TO WAGES PAID TO GUARDS AT OTHER LOCAL FACILITIES?

c. IS THERE A CONTRACT IN EFFECT?

d. COMMENTS

WHEN FILLED IN

YES	NO	(X and complete as applicable)
		37. DOES THE GUARD SERVICE HAVE INSURANCE AND OTHER COVERAGE FOR THE FOLLOWING:
		a. LIABILITY?
		b. WORKMEN'S COMPENSATION?
		c. HOLIDAYS?
		d. VACATION?
		e. SICK LEAVE?
		f. HOSPITALIZATION?
		g. DISABILITY INSURANCE?
		h. ACCIDENTAL DEATH?
		38. ARE CLOCK STATIONS USED?
		a. IF YES, HOW MANY?
		b. ARE ALL CLOCK CHARTS REVIEWED DAILY?
		c. IF YES, BY WHOM?
		39. ARE ACTIVITY REPORTS PREPARED BY GUARDS FOR EACH SHIFT?
		a. ARE IRREGULARITY REPORTS PREPARED?
		b. WHO REVIEWS REPORTS?
		40. DO GUARDS HAVE KEYS TO:
		a. GATES?
		b. BUILDINGS?
		c. IF YES, HOW ARE KEYS CONTROLLED?
		41. ARE GUARDS ARMED? IF YES, DESCRIBE EQUIPMENT.
		HAVE THEY RECEIVED WEAPONS INSTRUCTION? IF YES:
		a. HOW OFTEN?
		b. BY WHOM?
		42. DO GUARDS TAKE PERIODIC POLYGRAPH EXAMINATIONS? IF YES:
		a. HOW OFTEN?
		b. WHO GIVES THEM?
		43. WHAT TYPE OF COMMUNICATION SYSTEM IS USED? (Enter "P" for Primary, "B" for Backup)
		(a) TELEPHONE?
		(b) RADIO?
		(c) PAK SETS?
		(d) ALARM SWITCH?
		(e) OTHER?
		44. ADDITIONAL COMMENTS ON GUARD SERVICE (Compare and contrast guard service and compensation at DoD facility with other local commercial facilities given comparable protection)