Post orders checklist

Read your current post orders against each line and tick what they already cover.

Property _____ **Post** _____

Reviewed by _____ **Date** _____

Post location and hours

- ☐ Exact post location, by time of day
- ☐ Shift start and end times, and days covered
- ☐ Uniform, and armed or unarmed post
- ☐ Equipment at the post: radio, phone, keys, flashlight, log
- ☐ Break location and doors kept locked meanwhile
- ☐ Early arrivals (contractors, deliveries) covered

Duties by shift

- ☐ Day: greeting, couriers, deliveries, contractor sign-in
- ☐ Evening: lockup sequence, common areas cleared, late access
- ☐ Overnight: rounds, garage checks, doors and alarm panels
- ☐ Weekend and holiday changes written down
- ☐ One-off tasks such as booked deliveries or vendor escorts

Rounds, access and visitors

- ☐ Round route listed: floors, stairwells, garage levels, outdoor areas
- ☐ How often rounds run, with timing varied
- ☐ Doors to be tried locked on every pass
- ☐ Who enters without signing in, and who is announced
- ☐ Couriers, food deliveries and rideshare drivers
- ☐ After-hours contractor list
- ☐ What to say to someone with no business on site

Reports and contacts

- ☐ Daily log contents: rounds, times, open doors, after-hours visitors
- ☐ When an incident report is required, and who gets it
- ☐ Ranked emergency phone list, with numbers that answer at night
- ☐ When the officer calls 911 directly
- ☐ Building contacts for leaks, elevators, power and alarms

Escalation and handoff

- ☐ Problems the officer settles alone
- ☐ Problems that need a call to the on-call manager, and until what hour
- ☐ Problems that go straight to emergency services
- ☐ Handoff: open items, keys and radios counted, log initialed
- ☐ Briefing for an officer new to the post

Upkeep

- ☐ Orders dated, with the newest version at the post
- ☐ Copy held by the property manager
- ☐ Updated after tenant, gate or contact changes
- ☐ Full read-through on the calendar

Notes