KEYEDIN

INTEGRATED ACCESS | SECURITY SOLUTIONS



BUILDING SECURITY CHECKLIST

A practical check-in for property managers and building teams

Property / Community: _____ | **Date:** _____

CHECK EACH ITEM THAT IS IN PLACE

ACCESS CONTROL & CREDENTIALS

- ☐ Lost, stolen, or unreturned fobs/cards can be deactivated promptly.
- ☐ Access permissions are reviewed when residents, employees, or vendors change.
- ☐ Entry readers, keypads, intercoms, and door-release functions work as expected.

CAMERAS & MONITORING

- ☐ Cameras cover important entrances and other approved common areas.
- ☐ Camera views are clear, and systems are recording as intended.
- ☐ Authorized staff know how to retrieve footage and who to contact if a camera fails.

DOORS, LOCKS & HARDWARE

- ☐ Entry doors close and latch securely without being forced or propped open.
- ☐ Locks, closers, hinges, electric strikes, and other door hardware work properly.
- ☐ Any damaged doors, loose hardware, or recurring access issues have a service plan.

SERVICE & EMERGENCY READINESS

- ☐ The team knows whom to call for urgent locksmith, door, or access-control issues.
- ☐ Service contacts and escalation procedures are easy to find after hours.

Flag anything that needs attention. This checklist is a general maintenance prompt, not a security audit. Follow your property's procedures and consult qualified professionals for site-specific concerns.

ONE TRUSTED PARTNER. THAT SECURES IT ALL.

ACCESS CONTROL | CAMERAS & SURVEILLANCE | LOCKSMITH SERVICES

888.247.4656

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