

**PART H - INTERIOR**

*(Use a separate page for each office, building, or residence)*

45. DESCRIPTION OF BUILDING

a. CONSTRUCTION	b. LOCATION	c. PHYSICAL SECURITY ARRANGEMENTS

46. PURPOSE/FUNCTION OF BUILDING *(Offices, residence, shop, laboratory, motor pool, etc.)*

47. DOORS OR OPENINGS

a. DESCRIBE DOORWAY CONSTRUCTION; I.E., WOOD, STEEL, ETC. LIST IN SECTION FOR APPROPRIATE DOOR TYPE. USE ADDITIONAL SHEETS FOR MORE DOORS.

(1) EXTERNAL DOOR - VEHICLE	(2) EXTERNAL DOOR - PERSONNEL	(3) INTERNAL FIRE DOOR
(a) DOOR FRAME	(a) DOOR FRAME	(a) DOOR FRAME
(b) DOOR JAM	(b) DOOR JAM	(b) DOOR JAM
(c) DOOR HINGES	(c) DOOR HINGES	(c) DOOR HINGES
(d) DOOR STRUCTURE	(d) DOOR STRUCTURE	(d) DOOR STRUCTURE
(e) REINFORCING MATERIALS	(e) REINFORCING MATERIALS	(e) REINFORCING MATERIALS
(f) OTHER <i>(Specify)</i>	(f) OTHER <i>(Specify)</i>	(f) OTHER <i>(Specify)</i>
(4) INTERNAL SECURITY DOOR	(5) INTERNAL DIVIDER DOOR	(6) OTHER DOOR
(a) DOOR FRAME	(a) DOOR FRAME	(a) DOOR FRAME
(b) DOOR JAM	(b) DOOR JAM	(b) DOOR JAM
(c) DOOR HINGES	(c) DOOR HINGES	(c) DOOR HINGES
(d) DOOR STRUCTURE	(d) DOOR STRUCTURE	(d) DOOR STRUCTURE
(e) REINFORCING MATERIALS	(e) REINFORCING MATERIALS	(e) REINFORCING MATERIALS
(f) OTHER <i>(Specify)</i>	(f) OTHER <i>(Specify)</i>	(f) OTHER <i>(Specify)</i>

b. DESCRIBE TYPES OF SECURITY LOCKS USED *(Include name of manufacturer. Use additional sheets as necessary.)*

c. HOW ARE DOORS LOCKED OR SECURED DURING NONWORKING HOURS?

d. WHO IS RESPONSIBLE FOR MAKING SURE DOORS ARE LOCKED?

e. DESCRIBE WINDOW CONSTRUCTION

YES	NO	<i>(X and complete as applicable)</i>
		(1) ARE HINGES AND LOCK HASPS SECURELY INSTALLED?
		(2) ARE ALL WINDOWS THAT ARE NOT USED PERMANENTLY LOCKED?
		(3) ARE ALL ACCESSIBLE WINDOWS PROTECTED BY HEAVY WIRE MESH OR BARS?
		(4) IF WINDOWS ARE COVERED BY WIRE MESH, ARE THE MESH COVERINGS:
		(a) FASTENED FROM THE INSIDE?
		(b) SECURED WITH LOCKS?
		(5) DESCRIBE WINDOW FRAMES IN TERMS OF MATERIALS USED AND TYPE OF CONSTRUCTION.
		(6) HAVE WINDOW PANES BEEN HARDENED? IF YES, HOW?
		(7) IF WINDOWS CAN BE OPENED AND ARE LOCKED, ARE THEY PROTECTED BY:
		(a) ORDINARY WINDOW LEVER LOCKS?
		(b) KEY LOCKS?
		(8) ARE WINDOWS FACING ON THE PERIMETER SECURED?
		(9) ARE ALL ACCESSIBLE SKYLIGHTS, DOORS, AND OTHER OPENINGS ADEQUATELY SECURED?
		(10) ARE THERE ANY LADDERS (PERMANENT AND NONPERMANENT) THAT SHOULD BE REMOVED, SECURED, OR BLOCKED FROM UNAUTHORIZED USE?

**PART I - OBSCURE OPENINGS**

YES	NO	OBSCURE OPENINGS <i>(X and complete as applicable)</i>
		48. ARE THERE ANY SIDEWALK ELEVATORS AT THIS FACILITY? IF YES:
		a. ARE SIDEWALK ELEVATORS PROPERLY SECURED WHEN NOT IN OPERATION?
		b. ARE SIDEWALK ELEVATORS SECURED DURING OPERATION?
		49. DO STORM SEWERS OR UTILITY TUNNELS BREACH THE OUTER BARRIER? IF YES:
		a. ARE THESE SEWERS OR TUNNELS SECURED?
		b. ARE THERE ANY OPENINGS FROM THESE SEWERS OR TUNNELS; I.E., MANHOLES INSIDE THE FACILITY? IF YES, DESCRIBE.

50. DESCRIBE PROTECTION AFFORDED TO ALL POWER FACILITIES, TRANSFORMERS, AND UTILITIES EQUIPMENT.

**PART J - OFFICE OPERATIONS/ACCESS CONTROL**

51. WHAT ARE NORMAL WORKING HOURS?

	HOURS (1)	NUMBER OF PERSONNEL (2)	NUMBER OF SUPERVISORS (3)
a. DAY SHIFT			
b. EVENING SHIFT			
c. NIGHT SHIFT			

52. HOURS OF OPERATION PER DAY

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

53. EMPLOYEE IDENTIFICATION *(X and complete as applicable)*

YES	NO	53. EMPLOYEE IDENTIFICATION <i>(X and complete as applicable)</i>		
		a. IS EMPLOYEE INGRESS/EGRESS RESTRICTED TO CONTROLLED ENTRANCES AND EXITS?		
		b. IF YES, IS ACCESS CONTROLLED BY: <i>(Explain briefly in appropriate blocks)</i>		
		(1) BADGE	(2) GUARD	(3) RECEPTIONIST
		(4) PASS	(5) KEY	
		(6) COMMENTS		
		c. DO ALL EMPLOYEES HAVE BADGES?		
		d. DO ALL EMPLOYEES WEAR BADGES WITH PICTURES ON THEM?		
		e. IS THE INGRESS/EGRESS CONTROL POINT USED FOR EMPLOYEES THE SAME AS THE ONE USED FOR VISITORS, VENDORS, REPAIRMEN, ETC.?		

54. WHO OPENS THE FACILITY IN THE MORNING?

55. WHO CLOSES THE FACILITY IN THE EVENING?

56. ARE THERE ANY OTHER OBSCURE OPENINGS CAUSED BY ANIMALS, CHILDREN, EROSION, ETC.?

57. ADDITIONAL COMMENTS ON ACCESS CONTROL.