



## NRAO Department of Environmental Safety & Security Facility Security Checklist

Inspector Name:

Date:

Time:

Location of Inspection:

**\* Maintain checklist as documentation of this requirement**

Chain Link Fence and Gate			
<b>Signage:</b>	Yes	No	N/A
"NO TRESPASSING" signs posted on the gate and outside of the fence line at regular intervals?			
Is there signage concerning Notice "NO WEAPONS ALLOWED ON PREMISES"?			
Is the emergency contact (On-Duty Operator) information posted at the main gate?			
<b>Gate System (Primary - Reference Appendix A):</b>	Yes	No	N/A
Is the gate latch assembly operable and in good condition?			
Is the vertical center post able to slide securely into the ground pipe?			
Is the gate(s) lockable (center post padlock or by chain)?			
Are the chain(s) and lock(s) adequate construction used to secure gates when closed and locked?			
Are the gate hinges and post hangers orientated in the proper direction and secure?			
Are the hinges welded in place to prevent moving and removal?			
Is the chain link on the gate in good condition (no holes or opens)?			
Are there truss rods in place for stiffness?			
Is there a gate light with a motion sensor for night operation?			
Is the gate locked and secured at all times to prevent unauthorized personnel from entering?			
<b>Gate System (Secondary):</b>	Yes	No	N/A
Is the gate welding, hinges, and hangers in good condition and operate as intended?			
Are the gate posts set in concrete and in good condition?			
Is the overall gate in good condition and free of rust or deterioration?			
Are bollards installed on both sides of the gate and sufficient in preventing bypass?			
Is the gate locked and secured at all times to prevent unauthorized personnel from entering?			
<b>Fence line:</b>	Yes	No	N/A
Are corner or terminal posts secure?			
Are tension bands at approximately 12" O.C. connecting the chain link to the corner or terminal post?			
Are horizontal brace rails in place between corner or terminal post and first line post?			
Are truss rods in place on either side of corner or terminal post?			
Is the chain link fence in good condition (no rusting, holes, or other damage)?			
Is the top rail in place and in good condition?			
Is the chain link fence wired to the top rail at 12 to 16" O.C.?			
Is the barbed wire on top of the chain link fence in good condition?			
Is there a bottom tension wire in place and in good condition?			
Are there any places along the fence where the ground has washed away?			
Is there an adequate clear zone (10 to 20 feet) existing on both sides of the fence?			

Are there trees in the clear zone?			
Are there trees growing up into the chain link fence			
Is the fence line inspected regularly?			

<b><u>Building:</u></b>			
<b><u>Emergency Action Plan and Alarm System</u></b>	Yes	No	N/A
Is there a security alarm system in place?			
Is it tested annually?			
Is there an emergency power source for the security alarm system?			
Does the security alarm system have backup batteries?			
Does the security alarm system have outside alarms (audio, visual or both)?			
Does the alarm notify an outside agency?			
If so; what is the response capability from the outside agencies?			
Type of agency: _____ Response time: _____, Manpower: _____			
Secondary communication is established and is tested monthly?			
Emergency action plan established and reviewed annually?			
<b><u>Building exterior</u></b>	Yes	No	N/A
Is there exterior lighting with motion sensors over entrance doors?			
Is there exterior lighting with motion sensors on the back of the building?			
Is the exterior of the building sufficiently lighted to discourage unlawful entry attempts?			
Is the emergency or spear key box locked and secure			
Is the block or brick of the building in good condition?			
Are bollards protecting equipment (propane storage, generators, etc.) and adequate to prevent damage?			
Is the roof in good condition?			
Are there CCTV cameras on the exterior and interior?			
<b><u>Exterior doors and gates:</u></b>	Yes	No	N/A
Are doors in place and in good condition?			
Is the door frame secure and in good condition?			
Are exterior locks and door frame built so that the door cannot be forced by spreading the frame?			
Are there windows in the exterior doors?			
Are the hinges in place and in good condition?			
Is the door knob and locking mechanism working properly?			
Is the second door equipped with flush mounted door bolts or pins at top and bottom of door?			
Are the exterior gates in place and in good condition?			
Are the exterior gates lockable (knob or padlock)?			
Are the exterior gate hinges in place and in good condition?			
Are exterior padlock hasps installed so that the screws cannot be removed while the lock is locked?			
Are all hinge pins internally located, welded or otherwise treated to prevent easy removal?			
Are all keys accounted for?			
<b><u>Communication:</u></b>	Yes	No	N/A
Is the site phone junction box or junction post within the fence line?			
If it's not located within the fence line, where is it located _____?			
Is the phone punch down panel box secured?			

Where is it located _____?			
Is The outside phone pedestal guarded with bollards?			
<b><u>Antenna:</u></b>	Yes	No	N/A
Is the pedestal door lockable?			
Are exterior padlock hasps installed so that the screws cannot be removed while the lock is locked?			
Is there exterior lighting with motion sensors on the Azimuth platform?			
Does all exterior and interior lighting work properly?			
Is the receiver door lockable (knob or padlock)?			
Are all other points of access secured?			

**Return the Completed Form to:** ES&S Site Safety Division  
**Copy to:** NRAO ES&S Admin Support – Diana Torres: dltorres@nrao.edu