

SAMPLE

## PATROL ROUNDS GUIDE

Security Patrol Rounds are Active Preventive Efforts Designed to Secure Areas and Situations in Order to Prevent Losses

### Zone #6 Shift 1500-2300 ("Description of Zone")

ACTIVITY	(CODE)	GUIDELINES
Outside Guest Room Access	OG	In Wing "A" and above rooms, make sure that all outside doors are secure. In Wing "A", make sure that entry can be made only with a room key.
Storage Area – Locked	SA	Check all storage rooms and make sure they are secure. Turn off all lights.
Linen Storage – Locked	LS	Check all linen storage rooms and make sure they are secure. Turn off all lights.
Fire Extinguishers –Charged	FE	Make sure the fire extinguishers are charged and in proper working order.
Hallway Lighting – Corridor	GRL	Check all lights on the floors. Note any burned out lights and notify Engineering Department.
General Floor Rounds	OT - 8	During the course of the floor rounds check the following: <ul style="list-style-type: none"><li>• Vending machines for signs of theft or vandalism.</li><li>• Notify Housekeeping of any equipment left in halls or stairwell.</li><li>• Notify Engineering of any damages, equipment malfunctions, etc.</li></ul>