Post Orders Checklist

Tick each line once your post orders cover it, and note anything still to settle.

Property _____ **Post** _____

Reviewed by _____ **Date** _____

Post and hours

- ☐ Exact post location named
- ☐ Shift start and finish times, weekends and holidays included
- ☐ Officer parking, breaks and storage spot set
- ☐ Keys, fobs, radios and phones listed, with where they're kept
- ☐ Off-limits areas named
- ☐ On-site building contact for each shift

Duties by shift

- ☐ Opening tasks: unlock, alarm off, lights on, first walk
- ☐ Daytime tasks: greeting, visitor sign-in, loading area
- ☐ Evening tasks: departures, late deliveries, lockup order
- ☐ Overnight tasks: perimeter, doors, parking sweeps
- ☐ End-of-shift tasks: lock, switch off, log

Rounds

- ☐ Route listed stop by stop or marked on a map
- ☐ Rounds per shift and rough time windows
- ☐ What to check at each stop
- ☐ Spots that need a slower look
- ☐ Each round logged with the time

Access and visitors

- ☐ Who enters without signing in
- ☐ Visitor sign-in steps and who is called
- ☐ Delivery hours, drop point and who receives goods
- ☐ Steps for unexpected vendors or deliveries
- ☐ After-hours entry rules for tenants and staff
- ☐ Lost badge or forgotten fob steps

Reports and emergencies

- [ ] Shift report contents and email recipients
- [ ] Incident definition and photo write-up steps
- [ ] Police, fire and medical numbers, with the exact address
- [ ] After-hours call list in order, with backups
- [ ] Call-now events versus morning-report events
- [ ] Alarm panel, fire panel and water shutoff locations
- [ ] Steps for an alarm, evacuation or power cut

Shift handoff

- [ ] Handoff at every shift change
- [ ] Open items passed along
- [ ] Keys, radios and phones counted
- [ ] Round log and shift report finished before leaving
- [ ] Date of the last post orders update

Notes