

## SWITCHBOARD PHYSICAL SECURITY CHECKLIST

LOCATION

SWITCHBOARD NO.

ITEM	YES	NO	EXPLAIN VIOLATIONS/AND REMARKS:
1. IS THE GSA SWITCHBOARD IN GSA CONTROLLED SPACE?			
2. ARE WINDOWS IN ROOMS HOUSING COMMUNICATION PERSONNEL AND/OR EQUIPMENT WITHIN 30 FEET OF THE GROUND SECURELY SCREENED?			
3. IS OPERATING EQUIPMENT SCREENED FROM VISUAL IDENTIFICATION FROM PUBLIC AREAS?			
4. ARE GLASS PARTITIONS SEPARATING THE SWITCHBOARD FROM PUBLIC AREAS PROTECTED FROM BREAKAGE?			
5. IS THE OPERATING ROOM ENTRANCE EQUIPPED WITH A SOLID CORE DOOR?			
6. IS DOOR EQUIPPED WITH A LOCK TO PREVENT INTRUSION?			
7. WAS DOOR LOCKED WHEN INSPECTOR ARRIVED?			
8. IS THE DOOR EQUIPPED WITH A MAGNIFYING LENS VIEWER?			
9. WHERE DUTCH DOORS ARE USED, IS THE LOWER PORTION LOCKED?			
10. IS THE OPERATING AREA ACCESSIBLE TO UNAUTHORIZED PERSONNEL?			
11. ARE ALL VISITORS REQUIRED TO SIGN IN ON GSA FORM 1789, (REGISTER OF VISITORS) BEFORE ENTRY INTO THE SWITCHBOARD ROOM?			
12. IS THE SWITCHBOARD LISTED ON BUILDING LOBBY DIRECTORIES?			
13. ARE THERE CORRIDOR SIGNS WHICH ATTRACT OR DIRECT ATTENTION TO EQUIPMENT OR SWITCHBOARD ROOMS?			
14. IS PROPER TYPE OF FIRE EXTINGUISHING EQUIPMENT IN SWITCHBOARD ROOM?			
15. DO ALL PERSONNEL KNOW HOW TO USE FIRE EXTINGUISHERS?			
16. HAVE FIRE EXTINGUISHERS BEEN INSPECTED ACCORDING TO FIRE REGULATIONS?			
17. DOES THE SWITCHBOARD HAVE AN ESTABLISHED EMERGENCY EXIT PLAN?			
18. ARE FIRST AID FACILITIES AVAILABLE?			
19. ARE THE DOORS TO WIRE AND KEY EQUIPMENT CLOSETS KEPT LOCKED?			
20. DO CLEANING PERSONNEL HAVE ACCESS TO THE SWITCHBOARD ROOM WHEN UNATTENDED?			
21. ARE LOOSE WIRES, CABLES, OR EXTENSION CORDS IN EVIDENCE THAT COULD PRESENTLY OR EVENTUALLY BECOME A SAFETY OR FIRE HAZARD?			
22. IS SPACE CLEAN?			
23. WERE COMMUNICATION FACILITIES AT THIS LOCATION SURVEYED SIX MONTHS AGO?			
24. IS THERE A COPY OF FINDINGS ON FILE?			
25. ARE THERE ANY VIOLATIONS WHICH WERE FOUND DURING THE LAST SURVEY WHICH HAVE NOT BEEN CORRECTED?			
26. ARE THE REGIONAL COMMISSIONERS WRITTEN INSTRUCTIONS REGARDING PHYSICAL SECURITY AVAILABLE?			

INSPECTED (Title)  
BY

(Signature)

DATE