**MANAGER’S CHECKLIST FOR SECURITY WALKABOUTS**

**BE ON THE LOOKOUT FOR:**

* Any suspicious activity in or near loading docks, entry/exit points, parking garages, stairwells, public washrooms
* Any suspicious behavior such as recording or monitoring activities, using cameras, taking notes, making maps
* BlackBerry’s left unattended
* Broken doors, windows or locks
* Broken or flickering light bulbs
* Cellphones left unattended
* Client/Classified files left unlocked
* Clients who may be shoulder-surfing
* Computer workstations left open
* Door locks that appear to be tampered with
* Employee’s visiting unlawful websites
* Employee’s without identification badges
* Filing cabinets left open or with keys in them
* Keys left on desktops
* Passwords written on post-its or in other visible places
* Purses or wallets left unlocked
* Surplus equipment stored in unlocked areas
* Unauthorized visitors
* Water leaks
* Workstations missing the “Only Authorized Devices” sticker