

Appendix 2 – Building Security Report Form



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Maintenance and Security*
Office of Campus Security and Safety

BUILDING SECURITY REPORT

Date: _____ Time: _____

Building: _____

This building was found unsecured because of:

Open door (unlocked / unlatched)

Location: _____

Open window (able to gain access)

Location: _____

Other (maintenance needed)

Location: _____

Security personnel signatures:

Security Supervisor

Date and Time