Metropolitan Correctional Center
New York, New York
DAILY FIRE AND SECURITY INSPECTION REPORT

Date: _____   Area: _____

This form will be originated by the first staff member assigned to an area each day and completed by all subsequently assigned staff. The form will be placed in the Security Inspection Form collection box by the Control Center, or delivered to the Lieutenant's Office each day by staff prior to departing the institution.

SECTION #1
PURPOSE: The signature of the designated employee indicates he/she has inspected their area of responsibility and conducted the daily area search, and to the best of their knowledge found the following items or areas to be secure. Any discrepancies are to be noted in section #5 and the appropriate action taken to correct the problem, i.e. / work orders, etc...   Significant findings will be reported to the Lieutenants' Office immediately, and all discrepancies will be noted on a work order.

SECTION #2
BELOW ARE PRIMARY INSPECTION AREAS AND RESPONSIBILITIES:

1. Shadow boards
2. Ceilings, access panels & vents
3. Walls, floors, doors frames
4. Plumbing accesses and locks
5. Electric boxes, fixtures & cords
6. Security/emergency lights
7. Storage areas
8. Window casings, glass, frames
9. Manhole covers/drains
10. Utility areas
11. AM Census Check (Note Discrepancies)
12. Locking devices & keys
13. Entrances and exits
14. Sentry/computers
15. Fire hazards
16. Tools and equipment
17. Doors
18. Bars
19. Extinguishers and SCBAs
20. Telephones
21.   PM Census Check (Note Discrepancies)

SECTION #3

AM CENSUS: _____
Comments and discrepancies: _____
_____

PM CENSUS: _____
Comments and discrepancies: _____
_____

SECTION #4

Morning Watch Signature	Day Watch Signature	Evening Watch Signature
Daily Area Search	Staff Conducting	Discrepancies Noted

Comments and discrepancies: _____
_____