Spring Security
Readiness checklist

A Practical Q2 Planning Guide

Prepared by Charlot Global Systems

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WHY SPRING IS THE RIGHT TIME TO REVIEW YOUR SECURITY

Spring is a natural reset period.
New programs begins. Attendance shifts.
Events increase. And facilities experience
higher traffic.

Access Control
Settings

Camera
Performance

Communication
Reliability

Infrastructure
Readiness

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ACCESS CONTROL & ENTRY MANAGEMENT

Breaks in access control often results from outdated user permissions, unclear visitor management, or physical hardware neglect.

- ☐ Review user access permissions (remove former staff/volunteers)
- ☐ Confirm admin accounts are up to date
- ☐ Test door unlock schedules
- ☐ Inspect physical door hardware for wear
- ☐ Verify remote unlock functionality
- ☐ Review visitor management procedures
- ☐ Confirm after-hours access policies

Spring Reminder:
Seasonal staff or volunteer changes often create overlooked access gaps.

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VIDEO SURVEILLANCE REVIEW

Regular maintenance of your camera systems prevents blind spots and ensures clear footage when it matters

- ☐ Clean camera lenses
- ☐ Confirm cameras are recording properly
- ☐ Check storage capacity & retention settings
- ☐ Test remote viewing access
- ☐ Review blind spots
- ☐ Confirm night vision functionality
- ☐ Validate alert settings

Spring Reminder:
Sunlight angle changes in spring can create new glare or exposure issues.

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COMMUNICATION & SYSTEM RELIABILITY

Emergency communication is the lifeline of security.Don't wait for critical moments to reveal overlooked gaps.

- ☐ Test intercom systems
- ☐ Confirm emergency communication paths
- ☐ Review backup power systems
- ☐ Inspect network rack ventilation
- ☐ Check cable integrity.
- ☐ Verify mobile app access for key staff
- ☐ Confirm firmware/software updated

If you checked several items as uncertain or incomplete, it may be time for a structured system review.
Charlot Global Systems provide on-site walkthroughs and practical upgrade planning - without unnecassary complexity.

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