

# **ATTACHMENT B 1**

## **PHYSICAL SECURITY FEATURES**

### **GENERAL RESPONSIBILITIES / PROCEDURES**

The general responsibilities and procedures are related to the installed physical security features and hardware identified below and are to be conducted and documented by the recruiting staff quarterly unless otherwise stated. Detailed manufacturer operating instructions and manuals for the physical security features for each recruiting facility will be provided in Appendix B 2. Notify building maintenance, your Command USACE Real Estate point of contact, or USACE Real Estate, as appropriate, for any items not operating properly.

#### **Access Control**

Ensure locks are in place and secure. Installed items such as grating, metal bars, and ladder cages should remain securely attached to the structure. Notify building maintenance or appropriate Command individual of any lost keys and to obtain replacements.

#### **Mail Slots**

Ensure all mail slots remain firmly secured to the door/wall and are kept in good working order. There should be no additional openings for foreign objects to pass through. All mail slots should be large enough to accept normal letter mail only. Notify building maintenance or appropriate Command individual if any repairs are necessary.

#### **Smoke, CO, and Gas Detectors**

Change batteries as recommended by manufacturer or when device indicates battery replacement is necessary (refer to Operating Instructions/Owners Manual in Appendix B 2). Detectors are to be tested and cleaned as directed by the manufacturer (refer to Operating Instructions/Owners

Manual in Appendix B 2). Notify building maintenance or appropriate Command individual if batteries need to be replaced.

### **Emergency Lights**

Change light bulbs and batteries as required or as directed by manufacturer. Test and clean all emergency lighting as directed by the manufacturer (refer to Operating Instructions/Owners Manual in Appendix B 2). Test units as directed by the manufacturer or ensure that maintenance personnel have tested them within the appropriate time.

### **Illuminated Exit Signs**

For units with backup batteries, test units and change batteries as directed by manufacturer. Clean as directed by manufacturer (refer to Operating Instructions/Owners Manual in Appendix B 2). Notify building maintenance or appropriate Command individual if any repairs are necessary.

### **Fire Extinguishers**

Extinguishers should be inspected and the charge verified monthly. Units losing charge should be replaced or recharged. Extinguishers should be secured in extinguisher cabinet.

### **Outside Lighting (Wall Mounted)**

Light bulbs should be changed as necessary with like bulbs. Covers and/or casings should be in place. Notify building maintenance or appropriate Command individual if any repairs are necessary.

### **Fragmentation Retention Film (FRF)**

There should be no changes in the clarity or security of the window film. Cleaning instructions should be posted in a conspicuous location. Cleaning must be accomplished in strict accordance with manufacturer's instructions. No items may be attached to the FRF using tape, adhesive, etc. Electrostatic cling stickers may be used. Notify building maintenance or appropriate Command individual if any repairs are necessary.

### **Entry Bell/Buzzer**

Units shall be firmly attached and tested regularly to ensure they are in good working order. For battery-operated units, change the batteries as needed or as recommended by the manufacturer. Notify building maintenance or appropriate Command individual if any repairs are necessary.

### **Window Blinds**

Window blinds should be securely attached and in good working order. Notify building maintenance or appropriate Command individual if any repairs are necessary.

### **Door and Hardware Upgrade**

All doors and locking devices shall be free of rust, secure, and in good working order. Door closers should completely close doors to which they are attached. Weather stripping should be attached to all exterior doors, as required by site conditions, and in accordance with standard industry practices. Notify building maintenance or appropriate Command individual if any repairs are necessary.

### **Rolling Metal Shutters**

Doors should operate smoothly (either manually or motorized). They shall have the ability to be locked and an appropriate locking mechanism must be available. Weather stripping should be in

place at the bottom of the door. Maintenance such as lubrication and cleaning shall be in accordance with the manufacturer's instructions. Maintenance instructions, possible breakdowns and repairs, trouble shooting guides, and simplified diagrams for the equipment as installed should be located in the Owner's Manual. Notify building maintenance or appropriate Command individual if any repairs are necessary.

### **Main Access Control (Remote)**

The backup power source for access control shall be in good working order and tested as directed by manufacturer. Backup batteries shall be changed as needed or per manufacturer's instructions. Panic releases and locking mechanisms shall be securely attached and in good working order. The remote control shall function properly at all times. Doors should be weather tight when closed and locked. Notify building maintenance or appropriate Command individual if any repairs are necessary.

### **Monitored Alarms (Small Intrusion Detection System)**

Backup batteries shall be replaced as necessary or as directed by the manufacturer. Units shall be tested as recommended by the vendor and in accordance with their procedures. See Owner's Manual for troubleshooting and operating instructions. Notify building maintenance or appropriate Command individual if batteries need to be replaced.