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| **MONTH/YEAR:** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | **Doors and Windows Checked** |   |
| **Date** | **Alarm Disarmed**  | **Alarm Set** | Employee entrance 262 door | Employee entrance 264 door (ramp) | Loading dock doors 264 (micro) | Windows: processing & lounge | Loading dock doors 262 (processing) | Courier entrance 262A door | **Comments** |
| **1** |   |   |   |   |   |   |   |   |   |
| **2** |   |   |   |   |   |   |   |   |   |
| **3** |   |   |   |   |   |   |   |   |   |
| **4** |   |   |   |   |   |   |   |   |   |
| **5** |   |   |   |   |   |   |   |   |   |