|  |
| --- |
| **Section: Waterston House WH121.01** |
| **Policy and Procedure: Security Check** |

**POLICY:**

* Waterston House evening staff shall provide security checks of Waterston House.
* Waterston Centre Residential Worker staff shall provide security checks of Waterston House when Waterston House staff not on duty.

**PROCEDURE:**

The evening, night, and weekend shifts will check the following areas two times per shift. As area is checked, Residential Worker will sign a Round sheet provided to them at Reception Desk.

**Basement:**

1. Storage Areas
2. Activity Room
3. Back Stairwell Door
4. Washroom
5. Mechanical Room

**First Floor:**

1. Garbage Room/Exit Door
2. Front Lobby
3. Rear Exit Door
4. Laundry Room

**Second, Third, and Fourth Floor:**

1. All Stairwell Doors
2. All Laundry Rooms
3. Garbage Chutes

Note:

Vacant rooms: ALL floors must be checked by each shift during the course of their rounds to ensure that doors to these rooms are locked.