♡ Secu	rity & Facility Management Checklist (Office Rental)
Require 24/7 patrols, controlled access, and responsive building management.  Strong security and reliable facilities keep your team safe and your operations running smoothly.	
<b>✓</b> Bui	ilding Security
•	☐ 24/7 security patrols onsite
•	☐ Controlled access (keycards, biometrics, or PIN entry)
•	☐ Visitor management system with logging
•	☐ CCTV coverage in key areas (entrances, elevators, parking)
•	☐ Alarm systems tested and monitored
🌣 Fac	cility Management Responsiveness
•	☐ Professional on-site management office available during business hours
•	☐ Escalation path for urgent issues (clear contact tree)
•	☐ Service Level Agreement (SLA) for repairs (e.g., HVAC, lighting, elevators)
•	☐ Preventive maintenance schedule in place
•	☐ Emergency hotline available 24/7
Saf	ety & Emergency Preparedness
•	☐ Fire alarms and sprinklers up to current code
•	☐ Clearly marked emergency exits and evacuation routes
•	☐ Earthquake or disaster-readiness measures (important in Japan)
•	☐ Regular emergency drills or posted evacuation instructions
•	☐ Backup generators or alternate power supply tested

## **P** Operations & Daily Use

•	☐ Loading bays and delivery access with clear rules
•	☐ Waste management and recycling services provided
•	☐ Adequate cleaning and janitorial services (daily/weekly)
•	☐ Indoor air quality and ventilation standards met
•	☐ Outdoor/common areas maintained (lighting, landscaping, safety)
R	ed Flags (Do Not Ignore)
R	ed Flags (Do Not Ignore)  □ No 24/7 security staff or weak access control
• R	
• R	□ No 24/7 security staff or weak access control
• R	<ul> <li>□ No 24/7 security staff or weak access control</li> <li>□ Management office located offsite with poor responsiveness</li> </ul>