

WORKPLACE SAFETY & SECURITY BUDGET TEMPLATE

Company/Department: _____

Fiscal Period: _____

Prepared By: _____

Date Approved: _____

CATEGORY & ITEM DESCRIPTION	PROJECTED COST	ACTUAL COST	VARIANCE	NOTES / JUSTIFICATION
1. Physical Security & Access Control				
CCTV Cameras & Monitoring Hardware				
Keycard / Biometric Access Control Systems				
Security Gates, Fencing & Barriers				
Intruder Alarms & Motion Sensors				
Visitor Management Software & Badging				
2. Fire & Life Safety Equipment				
Fire Extinguishers (Purchase & Inspection)				
Smoke Detectors & Sprinkler Maintenance				
First Aid Kits & AED Replenishment				
Emergency Exit Signage & Lighting				

CATEGORY & ITEM DESCRIPTION	PROJECTED COST	ACTUAL COST	VARIANCE	NOTES / JUSTIFICATION
Personal Protective Equipment (PPE)				
3. Security Personnel & Monitoring Services				
On-site Security Guard Services (Contractor/Staff)				
24/7 Remote Monitoring Service Fees				
Emergency Response Dispatch Services				
4. Training, Drills & Compliance				
Fire & Evacuation Drill Training				
Active Shooter / Emergency Response Training				
OSHA/Health & Safety Certification Courses				
Safety Compliance Audits & Inspections				
5. Contingency & Maintenance				
Emergency Preparedness Supplies (Food, Water, Blankets)				
Unscheduled Security Hardware Repairs				
TOTAL BUDGET				

