

# FACILITY SAFETY AND SECURITY COST WORKSHEET

Office Expense Planning and Tracking Template

**Facility Name:**

**Fiscal Period:**

**Prepared By:**

**Date Prepared:**

## 1. Physical Security & Access Control

Security Badges / Key Cards

Biometric Scanners & Card Readers

CCTV Cameras & Recording hardware

Security Guard Services (Contracted)

## 2. Fire & Life Safety Systems

Smoke Detectors / Fire Alarm Maintenance

Fire Extinguisher Inspection & Refills

Sprinkler System Annual Certification

Emergency Exit Signs & Lighting

## 3. Emergency Preparedness & First Aid

First Aid Kit Supplies & Replenishment

AED (Defibrillator) Maintenance & Pads

Evacuation Kits & Safety Signage

## 4. Training & Compliance

Fire Warden & Evacuation Drills

First Aid / CPR Certification Courses

OSHA/Compliance Audits

## Total Security & Safety Expenses

**TOTAL BUDGETED**

**TOTAL ACTUAL**

**VARIANCE**

**Prepared By (Signature / Date)**

**Approved By (Signature / Date)**