

End of the Day Checklist

Date: _____

Office: _____

Signature: _____

- Computers have strong passwords for access**
- Computers are shut-down or protected by screen savers that require strong passwords**
- All passwords are locked away**
- All computer disks with customer information are locked away**
- No documents with customer information are left on desk**
- No documents left near fax machine with customer information**
- No documents not shredded with customer information in trash container**
- All file cabinets containing customer information are locked**
- Keys that may give access to areas with customer information are stored in a secure location**
- Door to offices with customer information are locked**