



# Physical Security Checklist

Cybersecurity is not just digital. Physical access to devices, servers, or work areas can bypass all software defenses. Tailgating, shoulder surfing, and dumpster diving are real threats that require physical security awareness.

## ■ Key Points

- ✓ Always lock your workstation when leaving — Win+L (Windows) or Ctrl+Cmd+Q (Mac)
- ✓ Never hold doors open for unknown individuals — politely ask them to badge in
- ✓ Position screens away from windows and high-traffic walkways
- ✓ Shred sensitive documents — never toss them in regular recycling
- ✓ Secure laptops with cable locks when in public or shared spaces
- ✓ Report unescorted visitors or unfamiliar faces in secure areas
- ✓ Never leave USB drives, phones, or access cards unattended

## ■ Action Items

1. Set your screen lock timeout to 5 minutes or less today
2. Do a "clean desk" sweep of your workspace right now
3. Verify your badge access is up to date and report lost badges immediately
4. Install a privacy screen filter on your laptop if you work in public spaces

## ■ Quick Reference

**Clean Desk Policy:** End of day — clear desk of all documents, lock drawers, secure devices, no sticky notes with passwords.

**Tailgating Prevention:** One badge, one person. If someone asks you to hold the door, direct them to reception.

**Screen Lock Shortcuts:** Windows: Win+L | Mac: Ctrl+Cmd+Q | Linux: Super+L