

Assisted Living Access Control Checklist

Use this checklist as a starting point for an internal review of entrances, resident safety areas, staff-only spaces, operations, emergency readiness, and reporting.

Review tip: Walk the facility door by door. Confirm who should have access, how access is documented, what happens during emergencies, and whether staff know how to respond to alerts.

Entrance and Visitor Areas

- Main entrance has video verification
- Visitors are signed in consistently
- After-hours access is controlled
- Family, volunteer, vendor, and contractor access rules are defined
- Visitor activity can be reviewed if needed

Resident Safety Areas

- Controlled exits are identified
- Door alerts are routed to the right staff
- Staff know how to respond to exit alerts
- Outdoor spaces are safe and monitored where needed
- Resident dignity and privacy are considered in system design

Staff and Restricted Areas

- Staff use individual credentials
- Medication rooms are access-controlled
- Records rooms are restricted
- Mechanical and IT rooms are secured
- Former staff credentials are removed quickly

Operations and Service Areas

- Delivery doors are not left unsecured
- Contractor access is temporary and documented
- Service doors are monitored for propping
- Vendor access can be limited by time and location

Emergency Readiness

- Fire and emergency door behavior is documented
- Staff understand override procedures
- Emergency responders are considered in the access plan
- Access control is included in drills and emergency reviews
- System failure procedures are documented

Reporting and Accountability

- Access events are logged
- Reports can be reviewed by authorized staff
- Video can be matched to access events where appropriate
- Visitor and contractor history is available
- Policies are reviewed regularly

Notes / Follow-up Actions

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