



CLN-03 — End-of-Shift Alarm & Lockup Sign-Off (Amended v2) (v2)

VERSION HISTORY (v2): Supersedes v1 (21:00) — Added Confidential Shredding Bin Seal #SH-9942 & Zone 12B alarm control

Submitted By: Ari - Night Shift Team Lead (Facility Cleaning & Patrols)

Submitted (AEDT): 2026-10-28 21:10

Approved By: Nadia Al-Mansoor (Contracts Mgr)

Approved (AEDT): 2026-10-28 21:15

✓ Compliance Check: All Mandatory Controls Verified · ✓ Geo-Fence Verified Within 50m

ITEM / STANDARDIZED COMPLIANCE CHECK	RESULT / READING	STATUS
Confidential Shredding Bin #3 Sealed & Logged for Collection	Seal #SH-9942	✓ Amended v2
Boardroom South Window Latch Secured Prior to Arming	Locked & Checked	✓ Amended v2
Cleaner's Chemical Store Locked & SDS Folder Intact	Key in Concierge Safe	✓ Verified
Level 12 Full Perimeter Alarm Armed & Concierge Signed Off	Zones 12A+12B Armed	✓ Verified

Field Supervisor & Worker Sign-Off Notes:

Amended v2: Added confidential shredding bin seal #SH-9942 & South Boardroom latch check before