



Guard Strength Planning Checklist

Use this checklist to determine the correct number of security guards for your property. Review each item and ensure all fields are considered before finalizing your manpower plan.

- Identify all entry/exit points (main gate, staff entry, basement, loading bay).
- Mark the risk level of the property: Low / Medium / High.
- Define shift pattern: 8-hour or 12-hour shifts.
- Calculate guards required at each gate per shift.
- Calculate patrol guards based on area (office: 25,000–30,000 sqft; warehouse: 15,000–20,000 sqft).
- Determine if a reception or lobby guard is required.
- Determine number of CCTV control room operators (if applicable).
- Calculate supervisors required (1 per 8–12 guards).
- Add 15–20% additional relief staff for weekly offs and holidays.
- Review night shift-specific needs (extra patrol, back gate coverage).
- Ensure fire safety-trained guards are available where required.
- Verify if female guards are required for specific zones.
- Check if vehicle checking staff or undercarriage mirror inspections are needed.
- Assess VIP/guest flow or high-footfall areas needing additional manpower.
- Review final total guard strength with management for approval.

For a custom site survey and detailed deployment plan in Delhi or Noida, contact Black Dragon Security. 9811110124