

Bonus Section B

WEEKLY ATM SITE CHECK

LOOP 410: _____ CULEBRA _____ NACOGDOCHES: _____ MEDICAL CENTER: _____

ALAMO HEIGHTS: _____ ARMY RESIDENCE COMMUNITY: _____ LOBBY: _____

DOWNTOWN: _____ ACCOUNT SERVICES: _____ NEW ACCOUNTS: _____

DATE: _____ TIME _____ INITIALS _____

see attached acknowledgement

DOES TIME ON VCR MATCH SYSTEM TIME:

YES _____ NO _____ VARIANCE _____ UPDATED _____

VCR TAPES: _____

VCR: _____

MONITOR: _____

CASSETTES: _____

AUDIT TRAIL: _____

ENVELOPES: _____

RECEIPTS: _____

LOG-IN SHEETS: _____

RIBBONS: _____

TRASH BAGS: _____

RECYCLE BOX: _____

SAMPLE CARDS: _____

SIGNAGE: DEPOSIT _____ PULSE _____ PLUS _____ CIRRUS _____ VISA _____ AFFN _____

TRASH CAN: _____

LIGHTS: _____

ATM FACIA: _____

ATM KEYBOARD: _____

FLOOR AREA: _____

WALLS: _____

GLASS: _____

EMBOSSER: _____

CLEAN ENCODER: _____

ATM SECURITY BROCHURES: _____

REG. E DISCLOSURES _____

NIGHT SITE CHECK

LOCATION ADDRESS: _____

DATE: ____ - ____ - ____

ARRIVAL TIME: _____ P.M. DEPARTURE TIME _____ P.M.

see attached acknowledgment

EMPLOYEE: _____ POLICE OFFICER _____

WEATHER CONDITIONS: _____

AUTOMOTIVE TRAFFIC FLOW:(LIGHT)___ MEDIUM___ HEAVY___

PEDESTRIAN TRAFFIC FLOW:(LIGHT)___ MEDIUM___ HEAVY___

1. LIGHTING:

A. Are all external ATM building lights in working order?

YES ___ NO ___

If not, describe which lights are not working:

_____.

B. Are all ground ATM lights in working order?

YES ___ NO ___

If not, describe which lights are not working:

_____.

C. Are all the lights inside the ATM kiosk area in working order?

YES _____ NO _____

If not, describe which lights are not working:

D. Are all ATM overhead pole and exterior lights in working order?

YES _____ NO _____

If not, describe which lights are not working:

E. Is all display lighting in working order?

YES _____ NO _____

If not, describe which lights are not working:

F. Does the employee entry into the ATM building have good visibility and lighting?

YES _____ NO _____

If not, explain any areas that may need attention:

2. LANDSCAPING:

A. Does the landscaping and foliage provide clear visibility?

YES _____ **NO** _____

If not, describe any area which may need attention:

B. Are the grounds around the ATM clean?

YES _____ **NO** _____

If not, describe the area which needs cleaning:

3. GENERAL APPEARANCE:

A. Is the glass in the customer area clean?

YES _____ **NO** _____

If not, describe the area which needs cleaning:

B. Are the ATM faces and surfaces clean?

YES _____ NO _____

If not, describe the area which needs cleaning:

C. Is the floor area clean?

YES _____ NO _____

If not, describe the problem:

D. Has the trash receptacle been emptied and is it secured to the area?

YES _____ NO _____

If not, describe the problem:

E. Are the light lens clean?

YES _____ NO _____

If not, describe the problem:

BANK PROPERTY:

A. Are all external building lights working?

YES _____ NO _____

If not, describe which lights are not working:

B. Are ground lights in working order?

YES _____ NO _____

If not, describe which lights are not working:

C. Are overhead pole lights in working order?

YES _____ NO _____

If not, describe which lights are not working:

D. Are the lights around the night depository in working order?

YES _____ NO _____

If not, describe which lights are not working:

E. Is all of the display lighting for the bank in working order?

YES _____ NO _____

If not, describe which lights are not working:

Is this check site form being sent to maintenance for repair requests?

YES _____ NO _____

If YES was indicated:

SENT TO: _____

DATE SENT: _____

DATE WORK COMPLETED: _____

(Please return the completed form to Karen Moore in the ATM Department)

cc: R. Mericle

cc: Y. Luna

moore/flaharty