

## Business Security Check List

Are you secure from potential thieves? Go through the following checklist and see!

### OUTSIDE LIGHTING

- Yes    No   Is the property well lit?
- Yes    No   Are the lights tamper proof?
- Yes    No   Is a regular inspection done?
- Yes    No   Are wires running into the building inaccessible to burglars?

### EXTERIOR

- Yes    No   Are windows and doors kept clear?
- Yes    No   Are tools, equipment, boxes, crates ladders, etc. removed to reduce easy access?
- Yes    No   Are machines and equipment immobilized after hours?

### FENCES

- Yes    No   Is the fence at least 6' high?
- Yes    No   Are depressed areas under the fence and gates hard filled leaving no more than 4" space?
- Yes    No   Are gates as sturdy as the fence?
- Yes    No   Is one staff member designated as gate control?

### DOORS

- Yes    No   Are doors steel or solid wood?
- Yes    No   Are door frames as strong as the door?
- Yes    No   Are double doors secured with bolt locks?
- Yes    No   Are doors reinforced with crossbars?
- Yes    No   Do outside hinges have non-removable hinge pins?
- Yes    No   Are jamb studs installed in exterior doors?

### WINDOWS

- Yes    No   Are windows locked?
- Yes    No   Is all exterior glass burglar resistant?
- Yes    No   Are window frames in good condition?

**ALARMS**

- Yes    No   Are perimeter alarms installed?
- Yes    No   Are interior intrusion alarms installed?
- Yes    No   Is a notice posted to announce alarms?
- Yes    No   Is there a battery back up?
- Yes    No   Are wireless systems routinely maintained?

**LOCKS**

- Yes    No   Are 1" deadbolts installed on all outside doors?
- Yes    No   Do locks have high security ring on cylinder lock?
- Yes    No   Are quality padlocks being used?
- Yes    No   Is the chain also of high quality?

**KEYS**

- Yes    No   Are keys marked only with a code?
- Yes    No   Are locks changed with staff leave?

**INTERIOR LIGHTS**

- Yes    No   Are lights left on after hours?
- Yes    No   Are motion lights installed?
- Yes    No   Are drapes/ blinds left open?
- Yes    No   Is a lock installed on fuse boxes?

**CASH**

- Yes    No   Is cash kept to a minimum?
- Yes    No   Are cash register drawers left open?
- Yes    No   Can the safe be seen from outside?

**PROPERTY**

- Yes    No   Are serial numbers recorded?
- Yes    No   Are items marked with ID numbers?
- Yes    No   Is an inventory of valuables kept?
- Yes    No   Are valuables, credit card machines, etc. kept locked up after hours?

**TRAINED EMPLOYEES**

Yes    No   Are employees familiar with security system?

Yes    No   Are employees informed that if they were confronted by a robber, they should not try to protect the property, and to do whatever they need to do to keep themselves safe?