

Building Security Checklist

- ✓ **Don't post any guard, anywhere.**
 - Security companies should first perform an advanced analysis of tenant and building needs to ensure guards they post in specific areas know how to handle specific situations that may arise.
- ✓ **Avoid putting aesthetics above safety.**
 - Obvious security cameras may be unsightly, but they also serve as a deterrent. Hidden cameras don't have the same impact.
- ✓ **Don't neglect certain entrances.**
 - Emergency exits should be equipped with alarms, and employees should be trained to ask for badges or ID from anyone trying to enter the building.
- ✓ **Management should be following the rules.**
 - When employees are required to wear ID badges, management needs to be doing the same.
- ✓ **Secure key areas inside the building.**
 - Important rooms require access control systems that include ID or badges, as well as cameras that track anyone entering or exiting at any given time.
- ✓ **Keep up on building maintenance.**
 - A poorly maintained building indicates the owner is no longer willing to control the property, thus inviting criminals to take control.
- ✓ **Have well trained security guards.**
 - Train security personnel in the principles of crime prevention and in the techniques of preventative patrols.
- ✓ **Implement natural surveillance.**
 - Criminals do not like to be seen or recognized, so they will normally choose situations where they can hide and easily escape. Interior of the building should be visible from the street, exterior parking lots should be visible from inside the building, and bushes should be properly trimmed.
- ✓ **Establish territorial reinforcement.**

- Property lines should be well marked by fences, shrubbery, short walls or similar means and receptionists should be screening all people entering the space.

✓ **Natural access control.**

- Walkways should lead visitors to a controlled entrance, roof access should be secured, all keys should be accounted for, and windows should be locked.