



## **Business Security Survey Checklist**

The following categories are guidelines to use to insure a safe business environment. Go through the checklist and ask yourself whether your place of business is in compliance with these measures.

Address:	
Building Owner:	
Contact Person:	Phone Number:
General Information:	

Yes	No	Exterior Perimeter of Business
		Are all gates on fences around perimeter locked with a quality outdoor lock?
		If you have outdoor business equipment, is it secure in a fenced in area?
		Are bushes and shrubs trimmed to provide visibility to all windows and to prevent people from hiding near doors and windows?
		Are branches from trees cut back that might provide access to second floor windows?
		Are all entrance points of perimeter guarded or secured?
		Are gates/and or other perimeter entrances which are not used frequently inspected by personnel?
		Does outdoor lighting cover entire perimeter of the structure?
		Are lights controlled by motion detection?
		Can lights be compromised by simply unscrewing the light bulb?

Yes	No	Doors/Locks
		Do all of your exterior doors have good quality deadbolt locks with no less than a 1" throw?
		Do you change locks every time a disgruntled employee is dismissed or quits?
		Do all exterior doors have 190 degree wide angle viewers?
		If master keys are used, are they devoid of markings identifying them as such?
		Do doors fit tightly within there frames?
		Are all locks in good working condition?
		If there is an alarm, does it cover perimeter windows and doors as well as motion?

Yes	No	Doors/Locks (cont.)
		If there are glass panes in or near doors, are they reinforced to prevent them from being shattered out?
		Can all doors, including upper floor be properly secured?
		If there is a garage can the overhead garage door be properly secured? (a padlock at the very least)

Yes	No	Windows
		Are all windows equipped with locks or pins?
		Do you keep windows locked when they are shut?
		Are windows locked properly and firmly mounted?
		If you use a window air conditioner is it anchored to prevent removal from outside?
		Have screws been installed in the tracks of sliding windows to prevent them from being lifted out?

Yes	No	Smoke/Burglar Alarms
		Do you have at least one smoke alarm on every floor?
		Do you replace the batteries in each of your smoke alarms on a regular basis?
		Do you test each of your smoke detectors on a regular basis?
		Do you have a quality burglar alarm system with a reputable company?
		Do you have your burglar alarm inspected to ensure proper operation?
		Do you test your alarm system on a regular basis?

Yes	No	Business Equipment
		Have you photographed all equipment including computers, furniture, and fixtures maintained on the premises?
		Have you recorded the make, model, and serial numbers of these items?
		Have you permanently marked all equipment that does not have a serial number?
		Have you made a duplicate copy of your inventory of equipment and do you maintain a copy off premises in the event of a burglary or fire?
		Do you keep valuables, such as money, checks, and business records locked in a fireproof safe.