



## BUSINESS SECURITY CHECKLIST

This form will help identify areas in your business that may create an opportunity for crime. Any item checked **NO** should be reviewed with an eye toward improvement.

<b>Doors</b>	<b>Yes</b>	<b>No</b>
Are all locks in good working order?		
Are visitors & guests visible from the inside?		
Are locks at least 40" from glass?		
Do you keep the overhead door(s) closed and secured?		
Do all exterior doors of metal or solid core construction?		
Do all exterior doors have cylinder-type deadbolt locks, heavy – duty bolts or other secure device that can be operated from the inside only?		
Does bolt extend sufficiently into strike plate? (one full inch minimum)		
Is strike plate secured properly? (3" screws recommended)		
If hinge pins are on outside, are they non-removable?		
Have all exterior locks been re-keyed since you moved in or changed employees?		
Have entry door access codes been changed?		

<b>Exterior</b>	<b>Yes</b>	<b>No</b>
Are all shrubs cut below window level?		
Are all trees cut above window level?		
Are address numbers visible from the street?		
Is the front entry door(s) well lighted?		
Is the back entry door(s) well lighted?		
Are ladders, scaffoldings, or other such equipment locked away to prevent second floor access?		

Are parking lots well lighted?		
--------------------------------	--	--

<b>Windows</b>	<b>Yes</b>	<b>No</b>
Are the windows kept locked whenever they are shut?		
Are the windows pinned open for ventilation?		
Do curtains or drapes full cover windows?		
Are the second floor windows as secure as the first floor windows?		

<b>Additional checks</b>	<b>Yes</b>	<b>No</b>
Do you have a business inventory in a safe place?		
Do you keep cash on the premise?		
Do you engrave or mark your property?		
Do you have current photos or videotapes of your assets and property?		
Do you always lock company vehicles and take the keys out?		
Do you keep a list of the serial numbers of your electronic equipment?		
Do employees have a list of emergency numbers?		
Do you have an evacuation plan for your business? (Do you practice it?)		
Have you had a security survey done by the police service?		
Do you have a fire detection system? Is it tested yearly?		
Have you had passwords and call list phone numbers updated?		