## Security Checklist

### LOCKS/DOORS

1. Are all exterior doors equipped with proper locking devices?  
   □  □  □  __________________

2. Are exterior doors of solid core construction?  
   □  □  □  __________________

3. Are hinges, which are exposed on a door’s exterior, equipped with non-removable hinge pins?  
   □  □  □  __________________

4. Are doors to adjoining buildings locked at night?  
   □  □  □  __________________

5. Are all exterior doors kept locked when building is unoccupied?  
   □  □  □  __________________

6. Is there a routine check each night to make sure all doors are locked?  
   □  □  □  __________________

### WINDOWS

**Note:** All windows should be secured no matter how small or inaccessible they may seem.

1. Are basement windows clear of shrubbery and other obstructions?  
   □  □  □  __________________

2. Are basement windows protected by:
   a. Bars?  
      □  □  □  __________________
   b. Wire mesh?  
      □  □  □  __________________
   c. Window locks?  
      □  □  □  __________________

3. Are stained glass windows protected by:
   a. Wire mesh?  
      □  □  □  __________________
   b. Plexiglas?  
      □  □  □  __________________
   c. Lexan?  
      □  □  □  __________________
   d. Other? (Explain)  
      □  □  □  __________________

4. Are all windows, including those above ground level:
   a. Properly fitted with a locking device?  
      □  □  □  __________________
   b. Checked each night to make sure each window is closed and securely locked?  
      □  □  □  __________________

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http://www.guideonecenter.com
## Security Checklist

### LIGHTS
1. Are exterior lights installed to illuminate the exterior of buildings and their alley ways?  
2. Are interior lights left on at night?  
3. Are entrance lights left on at night so intruders will be clearly visible when forcibly attempting to enter the premises?  
4. Are lights left on in strategic locations to allow people passing by and/or police to see easily into the premises from foot or vehicle?  
5. Are timing devices used to turn lights on and off at preset times to give the impression the premises are occupied?

### INTRUSION DEVICES
1. Do you have a security alarm system?  
2. If you have a system, is it listed by Underwriters’ Laboratories, Inc?  
3. Was it properly installed by licensed workers?  
4. Is your security alarm system checked regularly?  
5. Does your system have contacts or motion sensors at all exterior points of entry?  
6. Connected to a central alarm station?  
7. Connected to an automatic dialing attachment?  
8. Local alarms?
Security Checklist

SECURITY MEASURES

1. Do you maintain a written or photographic inventory of all valuables and records on the premises? □ □ □ ________________

2. Do you keep a copy of this inventory off site? □ □ □ ________________

3. Are personnel assigned to check exits, entrances, and windows to make sure they are secure before leaving each night? □ □ □ ________________

4. Are sacred objects, vessels, and other valuables kept in a safe, vault or locked cabinet when not being used? □ □ □ ________________

5. When employees with access to keys or safe combinations terminate their employment, are locks and/or combinations changed? □ □ □ ________________

6. Do you have a security guard? □ □ □ ________________

7. Did you investigate this guard before hiring him/her? □ □ □ ________________

8. Are ladders, boxes and other equipment put away after use so that they are not left for use by anyone intent on criminal behavior? □ □ □ ________________

9. Are premises used in the evening for meetings and other activities? (Evening activities generally reduce the possibility of burglary/theft) □ □ □ ________________

10. Have you arranged for a regular police patrol or a security force check at night? □ □ □ ________________

11. Are the premises available for use 24 hours a day? □ □ □ ________________
   a. Entire building? □ □ □ ________________
   b. Section of building? (Explain) ________________
   c. If a section of the building is open for use 24 hours a day, is movement from this section to other sections of the building restricted? □ □ □ ________________
   d. Describe security measures taken if the answer to 39c is yes. ________________
      ________________
      ________________

Completed by ___________________________ Date ___________________________

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