GUIDEONE® INSURANCE + SafeChurch®

Property Security Checklist

Locks/Doors

	Yes	No	N/A	Notes
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.

	Yes	No	N/A	Notes
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)				

Windows (continued)

	Yes	No	N/A	Notes
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?	☐	☐	☐	

Lights

	Yes	No	N/A	Notes
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 pm 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

	Yes	No	N/A	Notes
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?	☐	☐	☐	

Intrusion Devices (continued)

	Yes	No	N/A	Notes
6. Connected to a central alarm system?	☐	☐	☐	
7. Connected to an automatic dialing attachment?	☐	☐	☐	
8. Local alarms?	☐	☐	☐	

Security Measures

	Yes	No	N/A	Notes
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?	☐	☐	☐	

Security Measures (continued)

	Yes	No	N/A	Notes
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?	☐	☐	☐	
Describe security measures taken if the answer to 39c is yes:				

Completed by:

Date:

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