

## Locks/Doors

	Yes	No	N/A	Notes
1. Are all exterior doors equipped with proper locking devices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Are exterior doors of solid core construction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Are hinges, which are exposed on a door's exterior, equipped with non-removable hinge pins?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Are doors to adjoining buildings locked at night?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Are all exterior doors kept locked when building is unoccupied?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Is there a routine check each night to make sure all doors are locked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## 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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Are basement windows protected by:				
a. Bars?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Wire mesh?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. Window locks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Are stained glass windows protected by:				
a. Wire mesh?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Plexiglas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. Lexan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d. Other? (Explain)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**Windows** (continued)

	Yes	No	N/A	Notes
4. Are all windows, including those above ground level:				
a. Properly fitted with a locking device?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Checked each night to make sure each window is closed and securely locked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**Lights**

	Yes	No	N/A	Notes
1. Are exterior lights installed to illuminate the exterior of buildings and their alley ways?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Are interior lights left on at night?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Are entrance lights left on at night so intruders will be clearly visible when forcibly attempting to enter the premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Are timing devices used to turn lights on and off at preset times to give the impression the premises are occupied?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**Intrusion Devices**

	Yes	No	N/A	Notes
1. Do you have a security alarm system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. If you have a system, is it listed by Underwriters' Laboratories, Inc?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Was it properly installed by licensed workers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Is your security alarm system checked regularly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Does your system have contacts or motion sensors at all exterior points of entry?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**Intrusion Devices** (continued)

	Yes	No	N/A	Notes
6. Connected to a central alarm system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Connected to an automatic dialing attachment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Local alarms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**Security Measures**

	Yes	No	N/A	Notes
1. Do you maintain a written or photographic inventory of all valuables and records on the premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Do you keep a copy of this inventory off site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Are personnel assigned to check exits, entrances, and windows to make sure they are secure before leaving each night?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Are sacred objects, vessels, and other valuables kept in a safe, vault or locked cabinet when not being used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. When employees with access to keys or safe combinations terminate their employment, are locks and/or combinations changed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Do you have a security guard?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Did you investigate this guard before hiring him/her?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Are premises used in the evening for meetings and other activities? (Evening activities generally reduce the possibility of burglary/theft)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Have you arranged for a regular police patrol or a security force check at night?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**Security Measures** (continued)

	Yes	No	N/A	Notes
11. Are the premises available for use 24 hours a day?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. Entire building?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Section of building? (Explain):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Describe security measures taken if the answer to 39c is yes:				

Completed by:

Date: