

# Locks/Doors

Security Checklist

**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, equippedwith non-removable hinge pins? |  |  |  |  |
| 4. Are doors to adjoining buildings locked at night? |  |  |  |  |
| 5. Are all exterior doors kept locked when building isunoccupied? |  |  |  |  |
| 6. Is there a routine check each night to make sure all doors arelocked? |  |  |  |  |

# 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 otherobstructions? |  |  |  |  |
| 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 windowis closed and securely locked? |  |  |  |  |

# Lights

**Yes No N/A Notes**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. Are exterior lights installed to illuminate the exterior ofbuildings and their alley ways? |  |  |  |  |
| 2. Are interior lights left on at night? |  |  |  |  |
| 3. Are entrance lights left on at night so intruders will beclearly 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 premisesfrom foot or vehicle? |  |  |  |  |
| 5. Are timing devices used to turn lights on and off atpreset 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 atall 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 ofall 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 leavingeach night? |  |  |  |  |
| 4. Are sacred objects, vessels, and other valuables keptin a safe, vault or locked cabinet when not being used? |  |  |  |  |
| 5. When employees with access to keys or safe combinations terminate their employment, are locksand/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 oncriminal 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 asecurity 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 toother sections of the building restricted? |  |  |  |  |
| Describe security measures taken if the answer to 39c is yes: |

Completed by:

Date:

(09.26.06)

© 2010 GuideOne Center for Risk Management, LLC. All rights reserved.

This material is for information only and is not intended to provide legal or professional advice.

You are encouraged to consult with your own attorney or other expert consultants for a professional opinion specific to your situation.