

# 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, 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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