

Business Security Checklist

General

- Are all the points where a break in might occur lighted by street lights, signs, or your own burglar lights?
- Have you protected blind alleys where a burglar might work unobserved?
- Are piles of stock, crates, or merchandise placed so as not to give burglars hiding places?
- Are windows protected under loading docks or similar structures?
- Have the weeds, or trash adjoining your building been cleared away?
- If a fence would help your protection, do you have one?
- Is your fence high enough or protected with barb wire?
- Is your fence in good repair?
- Is your fence fixed so that an intruder cannot crawl under?
- Are boxes, materials, etc. that might help a burglar over the fence placed a safe distance from the fence?
- Are the gates solid and in good repair?
- Are the gates properly locked?
- Are the gates hinges secure?
- Have you eliminated unused gates?
- Have you eliminated danger from poles or similar points OUTSIDE the fence that would help a burglar over?
- Have you protected solid brick or wood fences that a burglar could climb and then be shielded from view?
- Do you check regularly to see that your gates are locked?
- Do you regularly clean out trash or weeds on the outside of your fence where a burglar might be concealed?

Windows

- Are accessible windows protected by heavy screens or bars?
- Are unused windows permanently closed?
- Are your bars or screens mounted securely?
- Do you use the trick of piling heavy machinery in front of windows not needed for light or ventilation?
- In case of windows not protected by bars or alarms, do you keep the windows locked or shuttered?
- Are the window locks so designed or located that they cannot be opened by just breaking the glass?
- Have you protected all of your seldom used windows, small windows or windows located in locations that you do not notice but that a burglar might?
- If you leave valuable merchandise in display windows, do you protect it with grills or similar devices?
- Do you remove valuable merchandise from unprotected display windows at night
- Have you considered the use of glass brick in place of some windows?

Doors

- Have you secured all unused doors?
- Are door panels strong enough and securely fastened in place?
- Is the glass in back doors and similar locations protected by wire or bars?
- Are all of your doors designed so that the lock cannot be reached by breaking out glass or a light-weight panel?
- Are the hinges so designed or located that the pins cannot be pulled?
- Is the lock bolt so designed or protected that it cannot be pushed back with a thin instrument?
- Is the lock so designed or the door frame built that the door cannot be forced by spreading the frame?
- Is the bolt protected or constructed so that it cannot be cut?
- Is the lock firmly mounted so that it cannot be pried off?
- Is the lock a cylinder type with at least a 1 inch throw?
- Are your locks in good working order?
- Are your set screws holding the cylinders firmly in place?
- Are your keys in the possession only of trusted persons?
- Do you have keys issued only to persons who actually need them?
- Do your doors with panic locks have auxiliary locking mechanisms for use when the building is not occupied?
- Do you lock your padlocks in place when the door is unlocked?
- Are the padlocks hasps installed so that the screws cannot be removed?
- Are the hasps heavy enough?
- Are they a grade of steel that is difficult to cut?
- Are they mounted so that they cannot be pried or twisted off?

Walls

- Are your walls actually as solid as they look; have you eliminated insecure openings in otherwise solid walls?
- In checking walls, have you paid particular attention to points where a burglar can work unobserved?
- Is your roof either secure or protected by an alarm system?
- Have you eliminated weak points in your walls where entrance could be gained from an adjoining building?



Other Openings

- Do you have a lock on manholes that give direct access to your building or to a door that a burglar could easily open?
 - Have you permanently closed manholes or similar openings that are no longer use?
 - Are your sidewalk doors or gates locked securely?
 - Are your sidewalk doors or grates securely in place so that the entire frame cannot be pried up?
 - Have you eliminated unnecessary skylights that are only a burglary hazard?
 - Are your accessible skylights protected with bars, net, or burglary alarms?
 - Are your exposed roof hatches properly secured?
 - Are the doors to the roof or elevator penthouses strong, in good condition and securely locked?
- Have you protected any ventilator shafts or fan openings through which a burglar might come through?
 - Do your fire escapes comply with city and state fire regulations? (Remember that the protection of life is always more important than the protection of property)
 - Have you eliminated the possibility of entrance through a sewer or service tunnel?
 - If your transoms are large enough to admit even a small burglar, are they properly locked or protected with bars screens, or chains?
 - Are your fire exits and escapes so designed that a person can leave easily but would have difficulty entering?
 - Do you check panic locks regularly to see that they are properly closed and are in good working order?
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Alarms

- Have you investigated the use of a burglar alarm system?
 - If you have a system, is it fully approved by Underwriters Laboratories
 - Was it properly installed by competent workers?
 - Is your burglar alarm system tested regularly?
 - Does the system cover your hazardous points fully?
 - When your building was remodeled, was the burglar alarm system remodeled, too?
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Safes

- Is your safe designed for burglary protection as well as fire protection?
- Is your safe approved by the Underwriters Laboratories?
- If your safe weighs less than 750 pounds, is it fastened securely to the floor, the wall, or set in concrete
- Is your safe located so that the police can see it from outside?
- Is your safe lighted at night?
- If you have a vault, are the walls, as well as the doors, secure?
- Do you keep money in your safe overnight?
- Do you keep your cash on hand at a minimum by banking regularly?
- Do you SPIN the dial when you lock the safe?
- Have you changed the combination if there are persons who have the combination, yet no longer need it?
- Do you use care in working the combinations so that you cannot be spied on?
- Do you take the money out of your cash register at the close of business?
- Do you leave your cash register open so a burglar will not damage it by forcing it open?

Security Officer

- Did you background/investigate your security officer when you hired him/her?
 - Has he/she received any training?
 - If armed, does he/she have a good gun, and knowledge of when and when not to use it?
 - Is he supervised by use of a watchman's clock or some similar device?
 - If you have only one or two guards, do they report at regular intervals to a point outside of your building?
 - Does your security officer have plenty of time to perform his protection duties fully? (or is he actually a maintenance man working at night?)
 - If you employ a commercial watch service, do you check to see that they really do what they claim to?
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Miscellaneous

- Do you know the commanding officers in your police department?
- Do you know the police in your area?
- Do you assist in civic projects to support and improve your police department?
- Do you lock up carefully at night, making certain the safe is properly closed, doors and windows locked, night-lights on and that no one has hidden inside?
- Do you have the serial numbers or descriptions of valuable merchandise?
- Do you have the serial numbers or descriptions of your business equipment?
- Do you keep records on large denomination bills, valuable papers, etc.?
- Have you instructed your employees to leave the scene unchanged following a burglary and to call the police department?