

BUSINESS CRIME WATCH

Building Security Checklist



Please use this checklist to help determine what steps you could take to reduce vulnerability in your building.

Do you keep a record of everyone who has a key or security code to the building and do you have a system for tracking keys or changing security codes as volunteers/employees leave your organization? Yes No

Do you have adequate outdoor lighting near doors and parking lots? Yes No

Is your outdoor lighting on a timer, a light-sensitive switch, or a motion-sensitive switch? Yes No

Is your landscaping maintained and below window level so it doesn't provide a hiding place for vandals or burglars? Yes No

Does your facility participate in a neighborhood watch program to keep area safe from crime? Yes No

Do you encourage police to patrol your facility both inside and outside? Yes No

Do you lock the doors of interior offices, class-rooms, and supply rooms when they are not in use, and do you restrict access to unused parts of the building? Yes No

Do you lock petty cash, small valuables, keys, and important documents in a safe? Yes No

Do you secure larger valuables, such as laptop computers, DVD players, and musical equipment? Yes No

Do you have a video surveillance system in place to record all activity at your facility that you can share with police if necessary? Yes No

Do you maintain an inventory of your building's property? Yes No

Do you have a security and fire alarm system that ensures your building is under watch 24 hours a day, 365 days a year—even when you aren't there? Yes No

Vector Security is not liable for any burglary or break-ins (attempted or successful) to your business. The above are simply suggestions. It is up to the business owner and employees to secure the property.