



SECURITY CHECKLISTS

Property: Doors and windows, Lights, Intrusion (Security Alarm), Underground Garages, and Windows.

Security Measures: Building Access, Key Control, Personnel, and Valuables

PROPERTY CHECKLISTS

Doors and Windows Checklist

Important: All windows should be secured, no matter how small or inaccessible they may seem.

Questions	Yes	No	N/A
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 that 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 to prevent entry?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Do staff members make rounds during the night to make sure all doors are locked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Are basement windows protected by bars, wire mesh, or other means?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Are all windows, including those above ground level, properly fitted with a locking device?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes:			

Lights Checklist

Question	Yes	No	N/A
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 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"/>
Notes:			

Security Alarm (Intrusion) Checklist

Question	Yes	No	N/A
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 approved by Underwriters' Laboratories, Inc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Was it properly installed by a licensed contractor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Does the system cover all areas of your hazardous points fully?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Is your security alarm system inspected regularly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is your alarm system monitored by a central station?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. During checks, does the alarm system sound in the building only?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. During checks, does the alarm system dial a pager, cell phone, or security personnel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes:			

Underground Garages Checklist

Question	Yes	No	N/A
1. Are entrances and exits secured to prevent unwanted access?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are entrance areas lit and interior lights left on at night?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is surveillance equipment installed and maintained (examples: cameras, recorders, monitors)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Is there access to a phone or emergency alarm within the garage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are security personnel assigned to periodically monitor the garage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes:			

SECURITY MEASURES CHECKLISTS

Building Access Checklist

Question	Yes	No	N/A
1. Are tenants informed of the building procedures for allowing access to visitors at the time of signing the lease (for example, only allow people they know into the building)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are laundry, kitchen, mechanical and storage rooms locked after normal business hours?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. 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"/>
4. Are plants near entrances, windows, or sidewalks maintained at a height of two to three feet, or just below window level?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are the premises or sections of the premises available for use 24-hours a day?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. If a section of the building is open for use 24-hours a day, is movement from the open section to other sections of the building restricted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes for 5/6, explain; or other notes:			

Key Control Checklist

Question	Yes	No	N/A
1. Has a key control program been implemented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the key control program include records of everyone in the organization who has a key?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. In the key control program, do keys have an identifying serial number on them to track who has which key?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Does the key control program indicate that keys are NOT to be hidden outside of buildings?	<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"/>
Notes:			

Personnel Checklist

Question	Yes	No	N/A
1. Are references obtained and criminal background checks completed prior to hiring staff or security personnel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Do you have a security guard?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Have you arranged for a regular police patrol or a security force check at night?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Is there a staff member present at all times when the building is being used by an outside group?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. 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"/>
Notes:			

Valuables Protection Checklist

Question	Yes	No	N/A
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. Are all valuables kept in a safe, vault, or locked cabinet when not being used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is petty cash kept in a secured area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are prescription medications kept in a locked cabinet or closet with access to designated staff only?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are theft-resistant safe deposit boxes available to residents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Completed by: _____
Name and title (please print)

Signature: _____ Date: _____

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