



Business Security Assessment

Below is a short Business Security Assessment you can complete to indicate where you might make some security improvements to your Commercial Space or Business. Following through with the suggestions below is a step towards your sense of security and making your business more resistant to being a burglary target in the future.

Exterior

- | YES | NO | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Is exterior lighting set up to easily view potential oncoming threats at night? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are exterior lights protected by wire cages over the bulbs? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you checking that your exterior lights are working regularly? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do all lights at, above, or near all entrances function properly? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are shrubs and bushes near entrances and around the parking lot trimmed to eliminate hiding places? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the furniture in outdoor areas secured or locked inside the building during non-operating hours? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you have blinds or curtains that block the outside view from looking in? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the trash or dumpster area well lit? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the lid or cover to the trash or dumpster locked to prevent illegal dumping or someone hiding inside? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the back window equipped with mirrors on the sides to allow employees a view of the sides and back of the building? |

Doors, Windows & Openings

- | YES | NO | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Are all entrances clearly visible, both from the parking lot and the street? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do all entrance doors have shatterproof glass that allow a person to look outside before opening the door? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are all the door/window locks in good working order? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are all doors fire-rated, self-closing, and hinged from the inside? |



- | YES | NO | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Are rear doors locked during operating hours to prevent entry of intruders, and equipped with panic hardware for emergency exit? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are employee entrances and other non-public entrances closed securely and locked to prevent entry of intruders? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are height lines marked on the door frame of non-public entrances where they can be seen by employees to help estimate the height of suspects? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are windows clear of posters or signs that block the view from inside out and outside in? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are windows that can be opened, always closed and locked when the business is closed? |
| <input type="checkbox"/> | <input type="checkbox"/> | When an emergency exit is needed, can window locks and security bars be easily unlocked? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are heating, ventilation, and air conditioning ducts covered and at least 10 ft off the ground to prevent injury? |

Interior Areas

- | YES | NO | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Does the main entry have a waiting area that is segregated from entry and your people? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are interior rooms and hallways lighted well enough? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are there clear lines of sight between storage racks? |
| <input type="checkbox"/> | <input type="checkbox"/> | Can an employee in a storage area clearly see the doorway? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are hallways free of boxes or equipment that might provide hiding places? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are windows and locks on windows in restrooms in good repair to prevent entry or exit of an intruder? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is access to the employee locker room or break room limited to employees? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are employees instructed to leave their valuables at home or locked away from public access? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do employees provide their own locks for their lockers and use them? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are lockers and break rooms monitored for security violations and employee safety? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are time clocks in secure locations? |



Business Policies

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Are there written policies for employees who open and close the facility?
<input type="checkbox"/>	<input type="checkbox"/>	Is a manager present for opening and closing?
<input type="checkbox"/>	<input type="checkbox"/>	Are employees trained in opening and closing procedures?
<input type="checkbox"/>	<input type="checkbox"/>	Do employees inspect the exterior of the building for signs of burglary or vandalism before entering?
<input type="checkbox"/>	<input type="checkbox"/>	Do employees lock the door behind them and keep it locked until it's time to open for business?
<input type="checkbox"/>	<input type="checkbox"/>	Do employees make a complete inspection of the facility before closing to confirm no one is hiding inside? Including the restrooms?
<input type="checkbox"/>	<input type="checkbox"/>	Are cash registers located in central areas and not near exits?
<input type="checkbox"/>	<input type="checkbox"/>	Do you have a map of the facility?
<input type="checkbox"/>	<input type="checkbox"/>	Are there written employee policies for handling money and receipts?
<input type="checkbox"/>	<input type="checkbox"/>	Are all employees who handle cash, checks, and credit cards trained to recognize altered documents, money, money orders, traveler's checks and driver licenses?
<input type="checkbox"/>	<input type="checkbox"/>	Is money counted only behind a closed, locked door
<input type="checkbox"/>	<input type="checkbox"/>	Are safes secured to the floor or wall so they cannot be removed?
<input type="checkbox"/>	<input type="checkbox"/>	Are there sensors and alarms for all external doors and windows, areas, cash registers and safes?
<input type="checkbox"/>	<input type="checkbox"/>	Are sensors and alarms properly set at closing?
<input type="checkbox"/>	<input type="checkbox"/>	Are sensors and alarms maintained in working order?
<input type="checkbox"/>	<input type="checkbox"/>	Are alarms tested regularly by the supplier?
<input type="checkbox"/>	<input type="checkbox"/>	Are employees trained in the policies and use of the alarm and sensor system?
<input type="checkbox"/>	<input type="checkbox"/>	Do employees know what to do in the event of a false alarm or accidental triggering?
<input type="checkbox"/>	<input type="checkbox"/>	Have any members of your team had safety training?
<input type="checkbox"/>	<input type="checkbox"/>	Do your employees have access to emergency response hotlines?
<input type="checkbox"/>	<input type="checkbox"/>	Is your inventory up-to-date and accessible?



Business Inventory Log

Item Description	Item Value	Serial Number