



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

- Is exterior lighting set up to easily view potential oncoming threats at night?
- Are exterior lights protected by wire cages over the bulbs?
- Are you checking that your exterior lights are working regularly?
- Do all lights at, above, or near all entrances function properly?
- Are shrubs and bushes near entrances and around the parking lot trimmed to eliminate hiding places?
- Is the furniture in outdoor areas secured or locked inside the building during non-operating hours?
- Do you have blinds or curtains that block the outside view from looking in?
- Is the trash or dumpster area well lit?
- Is the lid or cover to the trash or dumpster locked to prevent illegal dumping or someone hiding inside?
- 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

- Are all entrances clearly visible, both from the parking lot and the street?
- Do all entrance doors have shatterproof glass that allow a person to look outside before opening the door?
- Are all the door/window locks in good working order?
- Are all doors fire-rated, self-closing, and hinged from the inside?



YES NO

- Are rear doors locked during operating hours to prevent entry of intruders, and equipped with panic hardware for emergency exit?
- Are employee entrances and other non-public entrances closed securely and locked to prevent entry of intruders?
- 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?
- Are windows clear of posters or signs that block the view from inside out and outside in?
- Are windows that can be opened, always closed and locked when the business is closed?
- When an emergency exit is needed, can window locks and security bars be easily unlocked?
- Are heating, ventilation, and air conditioning ducts covered and at least 10 ft off the ground to prevent injury?

Interior Areas

YES NO

- Does the main entry have a waiting area that is segregated from entry and your people?
- Are interior rooms and hallways lighted well enough?
- Are there clear lines of sight between storage racks?
- Can an employee in a storage area clearly see the doorway?
- Are hallways free of boxes or equipment that might provide hiding places?
- Are windows and locks on windows in restrooms in good repair to prevent entry or exit of an intruder?
- Is access to the employee locker room or break room limited to employees?
- Are employees instructed to leave their valuables at home or locked away from public access?
- Do employees provide their own locks for their lockers and use them?
- Are lockers and break rooms monitored for security violations and employee safety?
- Are time clocks in secure locations?



Business Policies

YES NO

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



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Business Inventory Log