

www.rockyvictimservices.ca

DATE:

TIME:

BUSINESS:

ADDRESS:

PUBLIC SERVICE Y N

B & E FOLLOW-UP Y N

COMMENTS or SUGGESTIONS



Rocky & District Victim Services
4428 - 45 Street
Rocky Mountain House, Alberta T4T 1P3
phone: 403-844-4421
Fax: 403-845-6515
www.rockyvictimservices.ca



BUSINESS SECURITY CHECKLIST



OUTSIDE LIGHTING

- Y N Is the property well lit?
- Y N Are the lights tamper proof?
- Y N Is a regular inspection done?
- Y N Are wires running into the building inaccessible to burglars?

EXTERIOR

- Y N Are windows and doors kept clear?
- Y N Are tools, equipment, boxes, crates, ladders, etc. removed to reduce easy access?
- Y N Are machines and equipment immobilized after hours?

FENCES

- Y N Is the fence at least 6' high?
- Y N Are depressed areas under fence and gates hard-filled, leaving no more than a 4" space?
- Y N Are gates as sturdy as the fence?
- Y N Is one staff member designated as gate control?

DOORS

- Y N Are doors steel or solid wood?
- Y N Are door frames as strong as the door?
- Y N Are double doors secured with bolt locks?
- Y N Are doors reinforced with cross bars?

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- Y N Do outside hinges have non-removable hinge pins?
 - Y N Are jamb studs installed in exterior doors?

WINDOWS

- Y N Are windows locked?
- Y N Is all exterior glass burglar resistant?
- Y N Are window frames in good condition?

ALARMS

- Y N Are perimeter alarms installed?
- Y N Are interior intrusion alarms installed?
- Y N Is a notice posted to announce alarms?
- Y N Is there a battery back up for all alarms?
- Y N Are wireless systems routinely maintained?

LOCKS

- Y N Are 1" deadbolts installed on all outside doors?
- Y N Do locks have high security ring on cylinder lock?
- Y N Are quality padlocks being used?
- Y N Is the chain also of high quality?

KEYS

- Y N Are keys marked only with a code?
- Y N Are locks changed when staff leave?

INTERIOR LIGHTING

- Y N Are lights left on after hours?
- Y N Are motion lights installed?
- Y N Are drapes/blinds left open?
- Y N Is a lock installed on all fuse boxes?

CASH

- Y N Is cash on premises kept to a minimum?
- Y N Are cash register drawers left open?
- Y N Can the safe be seen from outside?

PROPERTY

- Y N Are serial numbers recorded?
- Y N Are items marked with ID numbers?
- Y N Is an inventory of valuables kept?
- Y N Are credit card machines, valuables, etc. kept locked up after hours?

TRAINED EMPLOYEES

- Y N Are employees familiar with your security system?
- Y N Are employees informed that if they are confronted by a robber, they should not try to protect the property, but do whatever they need to do to keep themselves safe?