

# BUSINESS SECURITY CHECKLIST

Use this as a guide as you check your business for safety measures. Boxes marked “NO” indicate areas where you could take action to improve your business’s security. These are just some of the steps you can take to decrease the likelihood that you or your business is targeted.



## Exterior Doors

	Yes	No
All doors are locked when the business is closed or unoccupied even if it’s just for a few minutes.	<input type="checkbox"/>	<input type="checkbox"/>
Doors are solid hardwood or metal-clad.	<input type="checkbox"/>	<input type="checkbox"/>
Applicable doors feature wide-angle peepholes at heights everyone can use.	<input type="checkbox"/>	<input type="checkbox"/>
If there are glass panels in or near our doors, they are reinforced in some way so that they cannot be shattered.	<input type="checkbox"/>	<input type="checkbox"/>
Entryways have a working, keyed entry lock and a sturdy deadbolt lock installed into the frame of the door.	<input type="checkbox"/>	<input type="checkbox"/>
Spare keys are kept with a trusted employee/manager, not under a doormat or planter, on a ledge or in the mailbox.	<input type="checkbox"/>	<input type="checkbox"/>

## Garage and Service Bay Security

	Yes	No
The door leading from any garages to the business are solid hardwood or metal-clad and protected with a quality keyed door lock and deadbolt.	<input type="checkbox"/>	<input type="checkbox"/>
Any overhead garage doors have locks so that you do not rely solely on the automatic door opener to provide security.	<input type="checkbox"/>	<input type="checkbox"/>
Garage and Service Bay doors are locked when leaving the business.	<input type="checkbox"/>	<input type="checkbox"/>
Any sliding glass doors have an anti-slide lock or a snug-fitting dowel in the track. <i>* Key locks not recommended as they may prevent exit in the event of a fire.</i>	<input type="checkbox"/>	<input type="checkbox"/>
A dowel or pin to secure a glass door has been installed to prevent the door from being shoved aside or lifted off the track.	<input type="checkbox"/>	<input type="checkbox"/>
Any sliding doors are locked every night and each time leaving the business.	<input type="checkbox"/>	<input type="checkbox"/>

## Protecting Windows

	Yes	No
Every window in the business has an anti-slide lock or is securely pinned. <i>* Key locks not recommended as they may prevent exit in the event of a fire.</i>	<input type="checkbox"/>	<input type="checkbox"/>
Windows are always locked, even when they are opened a few inches for ventilation.	<input type="checkbox"/>	<input type="checkbox"/>

## Outdoor Security

	Yes	No
Shrubs and bushes are trimmed so there is no place for someone to hide. (Recommended 3-4' tall for shrubs/bushes; 6-7' limbed up for trees.)	<input type="checkbox"/>	<input type="checkbox"/>
There are no dark areas around the building, garage, or parking lot at night that would hide prowlers.	<input type="checkbox"/>	<input type="checkbox"/>
Outside doors have bright, working lights to illuminate clients/visitors	<input type="checkbox"/>	<input type="checkbox"/>
Floodlights are used appropriately to ensure effective illumination.	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor lights are on in the evening-whether someone is in the building or not, or a motion sensor or photocell lighting system has been installed.	<input type="checkbox"/>	<input type="checkbox"/>
Building number is clearly displayed so police and other emergency vehicles can find your business quickly.	<input type="checkbox"/>	<input type="checkbox"/>
Camera systems are installed. <i>*If camera systems are installed, ensure that they are in good working order. Make sure they can be accessed in case of an emergency or police situation.</i>	<input type="checkbox"/>	<input type="checkbox"/>

## Security When Closed

	Yes	No
Light timers have been set to turn lights on and off in a logical sequence when closed for an extended time period.	<input type="checkbox"/>	<input type="checkbox"/>
The motion detector or other alarm system (if you have one) has been activated when leaving your business/building. <i>*Alarm/security systems should be in good working order. Systems should be tested every 6 months or per alarm company policy</i>	<input type="checkbox"/>	<input type="checkbox"/>
You have contacted Westerville Police to complete a <a href="#">Business Alarm Permit</a> .	<input type="checkbox"/>	<input type="checkbox"/>

## Outdoor Items and Property

	Yes	No
Any items of value left outside your business are locked or preferably stored inside when your business is closed.	<input type="checkbox"/>	<input type="checkbox"/>
Bicycles (employee or For Sale) are locked with a U-bar lock or quality padlock and chain. <i>*Westerville Police has a bicycle registration program.</i>	<input type="checkbox"/>	<input type="checkbox"/>
Inventory is up-to-date (make, model, serial numbers, description) and accessible.	<input type="checkbox"/>	<input type="checkbox"/>