

Commercial Security Survey

Provided For: _____

Site Address: _____

Phone Number: _____ Date: _____

Security Professional: _____

A Service Provided by:



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KEYS

Was the Establishment rekeyed recently?

Yes No

Can all keys be accounted for?

Yes No

Does a past employee or service provider still have a key?

Yes No

Comments: _____

Recommendations: _____

ALARMS

Is there an electronic alarm present?

Yes No

Is the alarm monitored?

Yes No

Alarm systems can provide you with a sense of safety without limiting your freedom while you go about your business.

Comments: _____

Recommendations: _____

DOORS

Is the primary lock functioning?

Front Yes No

Rear Yes No

Side Yes No

Storage Yes No

_____ Yes No

_____ Yes No

Is there a deadlocking latch?

Front Yes No

Rear Yes No

Storage Yes No

_____ Yes No

_____ Yes No

Is there a deadbolt lock with a minimum of 1" throw?

Front Yes No

Rear Yes No

Storage Yes No

_____ Yes No

_____ Yes No

Are double cylinder or captive thumbturn deadbolts installed in areas near glass windows or doors?

Front Yes No

Rear Yes No

_____ Yes No

_____ Yes No

Is a high security strike anchored

Front Yes No

Rear Yes No

Storage Yes No

_____ Yes No

_____ Yes No

Are the locksets keyed alike throughout?

- Front Yes No
- Rear Yes No
- Storage Yes No
- Office Yes No
- _____ Yes No

Is door and frame satisfactory?

- Front Yes No
- Rear Yes No
- Storage Yes No
- Office Yes No
- _____ Yes No

Do all **designated exit doors** have single-action exit hardware ?

- Front Yes No
- Rear Yes No
- Storage Yes No
- Office Yes No
- _____ Yes No

Comments: _____

Recommendations:

Front _____

Rear _____

Storage _____

Office _____

Other _____

GENERAL

Are you as careful about locking desks as you are doors?

- Yes No

Are computers securely mounted?

- Yes No

Are all office doors secure?

- Yes No

Check your windows for cracks and flaws regularly and keep them locked even when they are shut.

Comments: _____

Recommendations: _____

EXTERIOR

Is landscaping trimmed for visibility?

- Yes No

Is lighting adequate?

- Yes No

Are garage windows and doors secured?

- Yes No

Comments _____

Recommendations _____

GARAGE, SHEDS AND GATES

Are there properly secured locks?

- Garage Yes No
- Sheds Yes No
- Gates Yes No
- _____ Yes No

Are padlocks keyed alike to the main doors?

- Garage Yes No
- Sheds Yes No
- Gates Yes No
- _____ Yes No

Are overhead doors adequately secured?

- Garage Yes No
- Sheds Yes No
- Gates Yes No
- _____ Yes No

Unattached buildings on your property should receive the same attention as your main building. Invest in lighting and locks there, too.

Comments: _____

Recommendations:

Garage: _____

Sheds: _____

Gates: _____

Other: _____

Business Security Tips

1. Have a trained security professional do on-site security evaluation of your property.
2. Make sure all exterior doors and frame are metal, free of gaps (for pry attempt) and have hinges on inside of door.
3. Use commercial grade locks and deadbolts on all exterior doors with latch protect whenever possible.
4. Make sure all hardware is in compliance with both ADA and life safety codes.
5. Make sure there is adequate lighting around entire perimeter of building.
6. Install high security restricted keyway locks
7. Rekey locks whenever employee turnover happens unless you have High Security keyway locks.
8. Maintain tight key control (we recommend Medeco High Security lock that have patented key control to prevent unauthorized key duplication.
9. Consider electronic access control with audit trail capabilities.
10. Have a good security alarm installed with both inside and outside sirens, battery back-up and central station monitoring
11. Consider a video-surveillance system with a digital video recording system.
12. Use a safe to protect valuables. Anchor safe to the floor and change combination regularly. Don't give combination to anyone but most trusted employees. Consider an electronic safe lock that allows you to change your own combination.
13. Keep all entryways free of debris and well lit so that burglars do not have a place to hide easily.