

# Security Checklist

## LIGHTING

- Good interior lighting throughout business
- Security lights (exterior and interior)
- Motion-activated lights Battery-backup for power outages
- Keep interior lit when business is closed.

## LOCKS

- Double barrel deadbolts
- Shields that cover bolts
- Minimum one-inch throw bolts

## DOORS/WINDOWS

- Security bars on doors/windows
- Shatter resistant glass
- Roll down security screens
- Doors/windows always locked when closed
- Solid core metal doors
- Don't obscure windows with ads/other items

## ROOF ACCESS

- Keep roof access door(s) locked

## ALARMS

- Install alarm system with active monitoring and motion sensors
- Managers and cleaning crew should have alarm codes
- Battery-backup for power outages

## CASH REGISTER(S)

- When closed, keep cash drawer(s) open with no money

## SAFES

- Heavy burglar-proof floor safe (not a fire safe)
- Secure safe to floor and wall

## SECURITY CAMERAS

- Use high resolution digital cameras
- Camera placement: entrance/exits, front/rear of business, interior of office/safe, register/checkout area, parking lot (for license plates)
- Understand operation of surveillance system and be able to copy and provide surveillance footage to law enforcement

## MERCHANDISE PLACEMENT

- High value items locked up or secured
- Expensive items placed in open, visible area and/or near the cash register, not near door

## PARKING LOT

- Maintain open field of view from street into your business
- Keep landscaping trimmed low, trees trimmed high to give clear field of vision

## PRIVATE SECURITY

- Consider hiring a private patrol to drive by and check building after hours

## Additional Safety Tips

- Keep perimeter of business well-lit
- Do not label business keys
- Keep non-customer doors locked
- Make your business address easily visible from the street
- Secure sliding glass doors and use supplemental locking hardware
- Use solid exterior doors
- Verify windows and sliding glass doors cannot be lifted out of their tracks
- Lock electrical circuit box
- Keep alternate access gates locked
- Have important phone numbers handy