

The Complete Security Survey

You should do a security survey of your office or property on a regular basis. Follow this checklist. It will provide you with an overview of the level of security in your business and give you a better indication of the areas you should be addressing.

Mark the following questions "yes" or "no" as you inspect your business. Any answer marked "no" should be carefully evaluated and corrected.

A. Exteriors

Are exterior lights bright enough to allow a newspaper to be read?	Yes	No
Are exterior lights protected by wire cages over the bulbs?	Yes	No
Are exterior lights serviced by a backup power supply?	Yes	No
Are exterior lights around the parking lot working?	Yes	No
Are the lights in, above, or near all entrances working?	Yes	No
Are the lights for outdoor areas bright and working?	Yes	No
Are all fences in good repair?	Yes	No
Are shrubs and bushes near entrances and around the parking lot trimmed to eliminate hiding places?	Yes	No
Are the fences around outdoor patios, terraces and gardens secured and in good repair?	Yes	No
Is the furniture in outdoor areas secured or locked inside the building during non-operating hours?	Yes	No
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?	Yes	No
Are mirrors installed on the corners of the building so an employee has a view of the sides and back of the building from the back doorway.	Yes	No

B. Doors, Windows and Other Openings

Are all entrance doors clearly visible from either the parking lot or the street?	Yes	No
Do all entrances have shatterproof windows that allow a person to look outside before opening the door?	Yes	No
Are all doors fire-rated, self-closing and hinged on the outside?	Yes	No
Are all locks in good repair?	Yes	No
Are back doors locked during operating hours to prevent entry of intruders, and equipped with panic hardware for emergency exit?	Yes	No

Are employee entrances and other entrances/exits closed securely and locked to prevent entry of intruders?	Yes	No
Are height lines marked on the door frame or on the wall where they can be seen by employees at the cash register to help identify the height of robbers or burglars?	Yes	No
Are windows clear of posters or signs that block the view inside and outside?	Yes	No
Are all window locks in good repair?	Yes	No
Do windows, French or patio doors that open have secure working locks?	Yes	No
Are windows that can open always closed and locked when the business is closed?	Yes	No
Do all windows and skylights have strong frames, safety glass and locks or bars?	Yes	No
Are the locks on safety bars covering windows and skylights in good repair?	Yes	No
Can the window locks and safety bars be easily unlocked by employees to use as an emergency exit if necessary?	Yes	No
Are heating, ventilation, and air conditioning ducts covered to prevent entry?	Yes	No
Are heating, ventilation and air conditioning ducts at least 10 ft. off the ground?	Yes	No

C. Interior Areas

Are all interior rooms and hallways lighted well enough so that anyone in them can be seen?	Yes	No
Are there clear lines of sight between storage racks so anyone in storage areas can be seen?	Yes	No
Can any employee in a storage area clearly see the doorway and be aware if another person enters the room?	Yes	No
Are hallways free of boxes or equipment that might provide hiding places?	Yes	No
Are mirrors positioned strategically in long corridors so an employee can see along the entire length?	Yes	No
Are windows and locks on window in restrooms in good repair to prevent entry or exit of an intruder?	Yes	No
Is access to the employee locker room or break room limited to employees?	Yes	No
Are employees instructed to leave their valuables at home or locked away from public access?	Yes	No

Do employees provide their own locks for their lockers and use them?	Yes	No
Are lockers or break rooms monitored for security violations and employee safety?	Yes	No
Are time clocks and time cards in a secure location	Yes	No

D. Property and Equipment

Is all property and equipment tagged or marked with an Inventory number?	Yes	No
Is there a written inventory that lists all equipment and supplies?	Yes	No
Is the written inventory updated as necessary and stored in a safe place off premises?	Yes	No
Are employees assigned responsibility for the whereabouts and condition of equipment and property?	Yes	No
Is the inventory inspected and counted on a regular basis?	Yes	No
Are there written employee policies for personal use of equipment and property?	Yes	No
Are employees' packages and bags checked during entry and exit from the building to prevent the removal of food, supplies or equipment?	Yes	No

E. General Security Systems

Are there procedures for making, storing, dispersing and retrieving all keys or access cards to the facilities and safes?	Yes	No
Are lock cylinders or access codes kept secret and changed as necessary?	Yes	No
Are security controls in place and used for all point-of-sale and office computer systems?	Yes	No
Are computer access codes kept secret and changed as necessary?	Yes	No
Are policies in place against allowing former employees/ acquaintances/relatives or current employees in the facility after closing, or in restricted areas during business hours?	Yes	No
Are signs posted to deter theft (such as "Cash register has less than \$20," "This business is protected by an alarm system" and "Employees cannot open safe")?	Yes	No
Have employees been told not to give out information about operating and security procedures to guests.	Yes	No

telephone callers and outside contractors/vendors?		
Are identification badges, nametags or uniforms used to identify employees?	Yes	No
Are employees required to park far enough from the building so that they cannot transfer stolen items to their vehicles?	Yes	No
Are employee arrivals and departures restricted to certain times and doorways?	Yes	No
Is employee access to the building restricted on days off?	Yes	No

F. Sensor and Alarm Systems

Are sensors and alarms used for each entrance, all storage areas, cash register and safes?	Yes	No
Are sensors and alarms properly set?	Yes	No
Are sensor and alarms maintained in working order?	Yes	No
Are alarms tested regularly by the supplier?	Yes	No
Are employees trained in the policies and use of alarm and sensor systems?	Yes	No
Do employees know what to do in the event of a false alarm or accidental triggering?	Yes	No
Are all security systems and security-related renovations checked against accessibility requirements?	Yes	No

G. Security Personnel & Contracted Security Services

Do security officers arrive and leave on time?	Yes	No
Do security officers follow all established procedures for patrols and other duties?	Yes	No
Do security contractors or guards submit reports?	Yes	No
Are security reports submitted in a timely manner?	Yes	No
Are security reports detailed and accurate?	Yes	No
Are security officers well trained and competent?	Yes	No

H. Cash Management Procedures

Cash Registers

Are cash registers located in central areas and not near exits?	Yes	No
Is lighting over all cash registers bright, to ensure visibility from the street and from other rooms?	Yes	No
Is access to cash registers limited to certain employees?	Yes	No
Are there written employee policies for the handling of money and receipts?	Yes	No

Are employees who handle cash transactions trained in cash handling procedures?	Yes	No
Have employees signed a cash-handling policy statement?	Yes	No
Are all employees who handle cash, checks and credit cards trained to recognize forgery and counterfeit money, money orders, traveler's checks and driver licenses and how to deal with con artists?	Yes	No
Are managers required to oversee all corrections of errors in cash register entries?	Yes	No
If your point-of-sale system allows the handling of cash, are cashiers required to make deposits in drop safes?	Yes	No
Are hourly drops for money required?	Yes	No
Are employees who handle cash instructed in policies regarding cash back on checks, credit cards or gift certificates?	Yes	No
Before opening, are cash registers supplied with a minimum amount of cash?	Yes	No
Are receipts generated for each cash register transaction?	Yes	No
Is one transaction completed and rung out before another is begun?	Yes	No
Are cash drawers to all registers kept closed and locked between transactions?	Yes	No
Are "over-rings" and "voids" on point-of-sale computers and cash registers approved by managers before transactions are completed?	Yes	No
Are tape receipts reconciled with cash in the drawer at least once each shift?	Yes	No
Is excess cash removed from registers during the day to prevent a build-up of cash on hand?	Yes	No
Are cash and credit card receipts removed from the facility or securely locked away after each business day?	Yes	No

Safes

Is money counted only behind a closed, locked door?	Yes	No
Are all receipts counted and cash deposited and secured in a safe at the end of the day?	Yes	No
Are safes equipped with secure one-way drop slots for deposits?	Yes	No
Are safe combinations written down and kept in a secure location?	Yes	No
Are safes secured to the floor or wall so they cannot be removed?	Yes	No
Are safes kept locked at all times?	Yes	No
If the safe is in a manager's office, is the office locked when	Yes	No

the manager is not inside?		
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Bank Deposits

Does the manager oversee the preparation of money for bank deposits?	Yes	No
Are deposits made by different managers or employees?	Yes	No
Are deposits made in a timely manner so that cash does not build up to high amounts?	Yes	No
Are deposits sent to bank by armored car or bonded messenger?	Yes	No
Is money to be deposited in the bank in a bag or package that does not look like a bank deposit bag?	Yes	No
If the manager or an employee takes deposits to the bank, is the route, the day and time of bank deposits varied constantly to prevent a predictable pattern that robbers might follow?	Yes	No
While at the bank, do employees know not to talk to anyone except the teller?	Yes	No
If a night deposit slot or box at the bank is used after hours, do employees know they should not approach it if other people are standing around?	Yes	No
Do employees know to report any unusual occurrences they may notice on the way to or while they are at the bank?	Yes	No
Are bank receipts received and maintained on file for all deposits?	Yes	No

Accounting Procedures

Are checks and deposit slips locked up?	Yes	No
Is access to checks, deposit slips and receipts divided up by two or more managers or employees to provide a system of checks and balances in accounting procedures?	Yes	No
If applicable, are the bonding requirements for employees met?	Yes	No
Are all payments made by check countersigned by Bonded signatories?	Yes	No
Are bank statements promptly reconciled against deposit records and checks issued?	Yes	No
Are both regular and unannounced audits performed?	Yes	No
If paychecks are generated on a back-office computer, are these checks and access to the computer system limited to the certain individuals and kept locked?	Yes	No
Is petty cash kept to a minimum and properly secured?	Yes	No
Are receipts for petty cash recorded and balanced regularly?	Yes	No
Are security paper and/or security features used to prevent	Yes	No

illegal duplication or alteration of paychecks or gift certificates produced by an on-site computer?		
Is there a record-keeping system to monitor the disbursement and receipt of gift certificates and coupons, so they cannot be duplicated or used more than once?	Yes	No

I. Employee Work Procedures

Do employees understand the legal definition of theft, and the business definition?	Yes	No
Have all employees received, read and signed a written policy on security procedures, including theft, drug and alcohol abuse, harassment and the employees responsibilities for compliance?	Yes	No
Do employees understand company actions in the event of a policy violation?	Yes	No
Have employees signed a consent form to follow all established policies and to abide by actions taken in the event of a violation?	Yes	No
Are signed employee consent forms kept on file by the manager?	Yes	No

J. Opening and Closing the Facility

Are security practices integrated into procedures for opening and closing?	Yes	No
Are there written policies for employees who open and close the facility?	Yes	No
Is a manager always present for opening and closing?	Yes	No
Are employees trained in opening and closing procedures?	Yes	No
Do employees work in teams to open and close?	Yes	No
Do employees inspect the exterior of the building for signs of a burglary or vandalism before entering?	Yes	No
Do employees observe anyone who might be in the area before unlocking and entering the business?	Yes	No
Do employees lock the door behind them and keep it locked until it's time to open for business?	Yes	No
Are employees told to allow only scheduled employees to enter the business before opening hours?	Yes	No
Do employees make a complete inspection of the facility before closing to confirm no one is hiding inside? Including the restrooms?	Yes	No
Are employees told not to let in anyone after closing?	Yes	No
Are all doors locked promptly at closing and kept locked until while any employees are in the business?	Yes	No

Do employees follow all opening and closing procedures?	Yes	No
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K. Taking Out the Trash

Is trash taken out together by two or more employees?	Yes	No
Is the back door closed and locked after the trash is dumped?	Yes	No
Is trash only taken outside to the Dumpster before dark?	Yes	No
Are trashcans, non-flattened boxes inspected by a manager to see that no merchandise or supplies are being removed from the business?	Yes	No
Are Dumpster and trash enclosures kept clean, neat and uncluttered to minimize hiding places?	Yes	No
Is the trash compacted at the time it is deposited in the compactor?	Yes	No

L. Working with Vendors

Is vendor access to the restaurant limited to specific times, entrances and areas within the building?	Yes	No
Are vendors supervised by a specified employee or the manager while they are on the premises?	Yes	No
Are manager-approved purchase orders required before ordering supplies?	Yes	No
Are all shipments/supplies immediately checked against invoices?	Yes	No
Are all received supplies spot-checked as necessary for correct quality and quantity ordered?	Yes	No
Are all received supplies removed from the dock/receiving area to storage as soon as possible?	Yes	No
Are boxes and "empties" removed by vendors checked to make sure supplies or equipment are not being hidden inside?	Yes	No
Are all stock supplies given inventory numbers and rotated to ensure use?	Yes	No
Is a written inventory maintained and updated daily or weekly for everything in stock/storage?	Yes	No

M. Working with Contractors

Is access by a contractor limited to specific times, entrances and areas within the building?	Yes	No
Are contractors supervised by a specified employee or the manager while on the premises?	Yes	No
Are contracts reviewed by a lawyer or the legal department before they are signed?	Yes	No

If necessary, is approval granted for a contract before it is signed?	Yes	No
Are records or reports of all work performed by contractors compared to terms in the contract and kept on file?	Yes	No

Management Work Procedures

Is access by a contractor limited to specific times, entrances and areas within the building?	Yes	No
Are contractors supervised by a specified employee or the manager while on the premises?	Yes	No
Are contracts reviewed by a lawyer or the legal department before they are signed?	Yes	No
If necessary, is approval granted for a contract before it is signed?	Yes	No
Are records or reports of all work performed by contractors compared to terms in the contract and kept on file?	Yes	No

N. Training and Monitoring Employees

Is local or first-line management involved in security training for employees, security inspections and communication about security policies?	Yes	No
Are new employees aware of the serious effects for the business, and their own livelihood, from even small thefts or security policy violations?	Yes	No
Have employees received training in security procedures and policies?	Yes	No
Have employees been trained to use the security systems?	Yes	No
Are work schedules posted and changed only with the manager's permission?	Yes	No
If employees are assigned to report and correct safety violations, are they given the training, time, and authority to carry out these assignments?	Yes	No
Are employees uncomfortable about reporting security violations to management?	Yes	No
Are employees provided with recognition or incentives for following security rules?	Yes	No
Are employees given praise for noticing security violations and bringing them to the attention of management?	Yes	No

O. General Management Practices

Is senior management involved in creating security policy and regularly informed of security issues?	Yes	No
Are all employee records and files kept confidential and locked?	Yes	No

Are references checked for each job applicant?	Yes	No
If drug testing is used, are signed permission forms obtained from the employees when hired and kept on file?	Yes	No
Are the results of drug test kept confidential and locked up?	Yes	No
Is local management trained to recognize signs of theft, drug and alcohol abuse or severe employee discontent?	Yes	No
Are exit interviews conducted and written notes from these interviews kept on file for dismissed employees and those who chose to leave?	Yes	No

P. Guest Security

Are signs warning about possible security dangers posted near the parking lot, entrances, guest coat racks, and restrooms where guests can easily read and understand them?	Yes	No
Are guests' coats and their belongings checked using proper checking procedures and receipts?	Yes	No
If valet parking is provided, are proper procedures used for parking, storing keys and returning cars?	Yes	No
Are guests protected from assaults by employees, other guests and intruders?	Yes	No
Are there written procedures for employees that describe how to protect guests from other guests, intruders or emergencies, such as unruly crowds?	Yes	No
Are there report forms for the use of employees or managers to record incidents involving theft or customer property or unruly behavior?	Yes	No

Q. Procedures for Handling a Security Emergency

Is there a written policy for dealing with theft, robberies, alarm responses, threats and other security issues?	Yes	No
Are report forms accessible to employees to fill out in the event of an incident?	Yes	No
Do employees finish reports on time and accurately?	Yes	No
Have employees been trained in the procedures for handling a robbery, violence, and other security situations?	Yes	No
Is there a poster or sticker near all telephones with emergency procedures and numbers?	Yes	No
Is the name of the business, street address, and telephone number written on or near all phones?	Yes	No