



Business Security Checklist

Business security encompasses the physical security of the building and the safe storage of company information. When conducting a business security inspection checklist, it is important to consider all of the ways in which the company needs to be protected. As you go through the checklist to make sure all items are implemented, take the time to make notes on how you can improve organizational security for the future.

Physical Security

- The physical security of your business includes making sure all door locks are operational
- All windows have functional locks on them
- Any badge or keyless entry system is working properly at all times
- All internal locks and protective devices are operational
- Check the building for fire extinguishers, and make sure all extinguishers are inspected and charged. Run a test at least once a month on fire and smoke detection systems, and be sure that all exit signs are properly lit.
- Prevent emergency exits from being blocked by vehicles or any other obstacles, and make sure the fire evacuation route is posted at various points throughout the building.
- Make sure there is adequate lighting at all entrances, and throughout the facility grounds. Leaving some lights on in the building itself can also help to discourage criminal activity.

Monitoring

Part of protecting your business is monitoring who comes and goes each day.

- Check all surveillance cameras to make sure they are operating properly at least once a week.
- Make sure surveillance data is being recorded and stored properly, and archive surveillance footage at least once a month.
- Keep archived surveillance footage stored offsite.
- Make sure the reception desk is requiring all guests to sign in to the building, which includes a legible spelling of the person's name, the date and time they visited, and who they came to visit.

Business Equipment

- Have you photographed all equipment including computers, furniture, and fixtures maintained on the premises?
- Have you recorded the make, model, and serial numbers of these items?
- Have you permanently marked all equipment that does not have a serial number?
- Have you made a duplicate copy of your inventory of equipment and do you maintain a copy off premises in the event of a burglary or fire?
- Do you keep valuables, such as money, checks, and business records locked fireproof safe?

Lighting

- Do you keep a sufficient number of interior lights burning after hours to discourage burglars?
- Do you have exterior floodlights or similar lighting illuminating all sides of your building at night?
- Do you have flashlights and fresh batteries available in case of electrical failures?
- Do you have battery operated emergency exit lights installed above all exterior doors on the inside of the building?

Landscaping/Exterior Fences & Gates

- Do you keep all gates on fences locked with a quality outdoor lock?
- Do you keep all outside business equipment secure in a fenced-in area?
- Have you trimmed all bushes and shrubs to provide visibility to all windows and to prevent people from hiding near doors and windows?
- Have you cut back all branches from trees that might provide easy access to second floor windows?

Employee Safety

- Do you and your employees check outside your business for strangers before leaving for the day?
- Do you and your employees check the inside of your cars before entering them to go home?
- Have you established a secret phrase or password to alert other employees when something suspicious is occurring?
- Have you instructed all employees to call the police whenever something doesn't look right to them?