



BUILDING SECURITY & PREMISES CHECKLIST

	YES	NO	N/A
EXTERIOR BUILDING SECURITY			
Is there adequate exterior physical lighting?			
Is perimeter fencing adequate in construction and height?			
Is perimeter lighting adequate in type and coverage?			
Does landscaping create an excessive visual shield from the street?			
Are periodic physical inspections of the building exterior made?			
Is physical protection adequate on doors/windows/skylights? (i.e. bars, gates, protective coating, wire)			
Are perimeter door locks and key card access stations adequate?			
Is there a formal program for lock security?			
Is lock or card access reviewed on at least an annual basis?			
Are gate locks UL listed burglary resistant?			
Are vents protected with hardened bars and tamper resistant fasteners?			
INTERIOR BUILDING SECURITY AND ASSET PROTECTION			
Are there additional layers of protection between high valued items and the building perimeter (i.e. fences, walls, safes, etc.)?			
Do alarm systems protect valuables from subleased or co-tenant operations?			
Is foyer entry electronically controlled?			
Is the interior guard or exterior patrol service adequate?			
Are guards supplied by an outside agency?			
If yes, has your company reviewed the agency's screening procedures?			
Are guards armed?			
If yes, does the guard service agency provide liability insurance for the armed guards?			
Are guard and/or patrol services outlined and documented?			
Are attractive items secured during breaks and lunch hours?			
Are tamper proof screws used to secure computer housings?			
Are cages securely anchored with tamper resistant fittings?			
Is there a pedestrian door for drivers?			
Are safes and vaults UL fire resistant? Class _____			
Are safes and vaults UL burglary resistant? Class _____			
Are safes securely anchored in places?			

NOTES/ACTION ITEMS



BUILDING SECURITY & PREMISES CHECKLIST

	YES	NO	N/A
BURGLARY ALARM SYSTEMS			
Was the burglary alarm system installed for a previous occupant?			
If yes, has the alarm system been upgraded to current needs?			
Are the following UL listed?			
• the burglary alarm installing company			
• the burglary alarm system components			
• the central station which the alarm reports to			
Does the burglary alarm system have a UL Certificate? UL Grade _____ Extent _____			
Is the complete building perimeter protected?			
Is the perimeter around high valued items storage secure each night?			
Is motion detection provided for key storage areas and access routes?			
Is complete protection provided for safes and vaults? (i.e. capacitance, vibration, heat detectors, etc.)			
Is the response sensitivity of motion detectors and audio devices checked on a periodic basis?			
Are vent openings greater than 96 sq. in. protected by the alarm system?			
Does the burglary alarm system report to a central station?			
Is there backup power on the security system?			
Is there line security? (i.e. supervised line, cellular phone, radio)			
Are there silent "hold up" buttons installed?			
Are the "hold up" buttons tested annually?			
For the protection of employees, are "hold up" alarms silent?			
Is there an annual service and test of security systems?			
OTHER ELECTRONIC SYSTEMS			
Is the closed circuit camera system adequate in number and coverage?			
Are sensitive storage areas covered with closed circuit cameras?			
Are cameras on a 24-hour recording system?			
Are the disc/recording loops held at least 90 days before recycling?			
Is there a need for any other electronic security systems?			

NOTES/ACTION ITEMS
