

Security Surveys

Home (Residential) Security Survey

- Exterior

Yes No

Do you belong to a Neighborhood Watch Program?

Are shrubs and bushes within four (4) feet of any sidewalks, driveways, doors or gates maintained at a height of not more than two (2) feet?

Are shrubs and bushes within four (4) feet and eight (8) feet of any sidewalks, driveways, doors or gates maintained at a height of not more than four (4) feet?



Are ground plants under windows maintained at a height that is below the window sill?

Are trees trimmed so that the lower branches are more than six (6) feet off the ground?

Is the front door well lit?

Is the back door well lit?

Are exterior lights controlled by photocell?

Is public or residence lighting sufficient to illuminate all sides of the dwelling?

Is the house or residence number easily visible on both the house and the curb?

Are there any hiding places near the doors, windows, garage or parking area?

Have you participated in Operation Identification by engraving items of value?

• **Garage**

Yes No

Is the garage door locked at all times?

Does the garage door close tightly?

Does the overhead door have a track pad lock?

Do you keep the overhead door closed and locked when not in use?

Do you remove keys from your motor vehicle(s) when the garage is locked?

Are you careful not to leave garage door openers in vehicles parked outside?

Is the door leading from the garage into the home either solid wood or metal core?

• **Doors**

Yes No

Are all exterior or entrance doors solid core?

Is the door jamb tightly fastened?

- If the hinge pins are on the outside, are they nonremovable?
- Do exterior doors have wide angle (180°) door viewers?
- Are locks that can be opened from inside at least 40 inches from glass?
- Are strike plates securely fastened to the door jamb with at least 2½” screws?
- Have screws been installed in the tracks of sliding glass doors?
- Are locking bars (or “Charlie Bars”) used to secure sliding glass doors?

• **Locks**

Yes No

- Are deadbolt locks with at least a 1" throw installed on all exterior or entrance doors?
- Have locks been rekeyed since you moved in?
- Have locks been rekeyed since you moved in?

• **Windows**

Yes No

- Have double hung windows been pinned?
- Have screws been installed in the tracks of horizontal sliding glass windows?
- Have crank handles been removed from casement windows?
- Can windows left open for ventilation be secured?

- Do basement windows have security bars, grills or auxiliary locks?
- Are window air conditioners anchored and protected by steel grillwork to prevent removal from the outside?

• **Vacations**

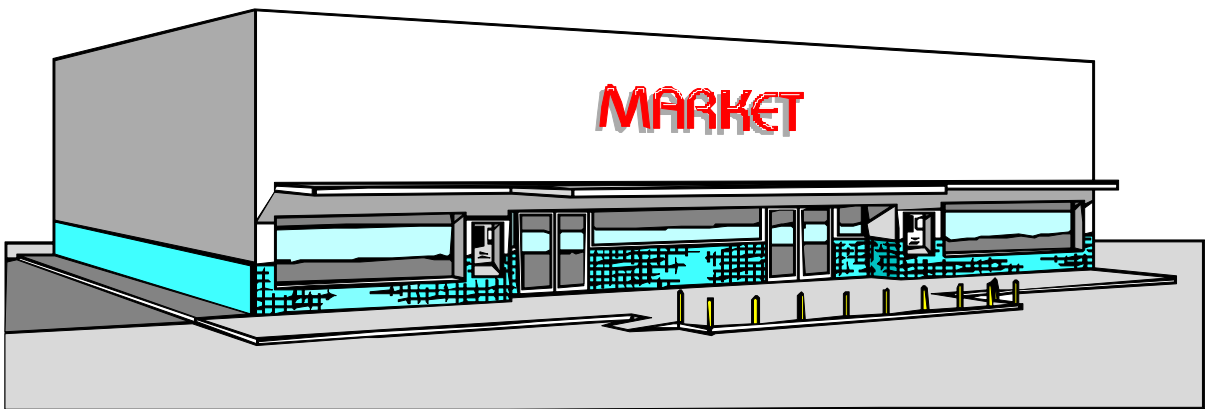
Yes **No**

- Did you stop all deliveries and arrange for a trusted neighbor or family member to pick up your mail, newspaper and packages?
- Did you ask a trusted neighbor to watch your residence while you are away?
- Did you leave your vacation address and telephone number with a trusted neighbor so you can be reached in case of an emergency?
- Did you test your smoke and burglar alarms?
- Did you arrange for someone to mow your lawn, rake leaves and maintain the yard to give the home a lived in look?
- Did you arrange to have a neighbor place garbage cans at the curb on your normal pickup day(s) and return them after the garbage pickup is made?
- Did you plug in timers to turn lights and a radio or television on and off at appropriate times?
- Did you turn the bell or ringer on your telephone down low?
- If you have call forwarding, did you have your calls forwarded to a trusted friend or relative?
- Did you leave shades and blinds in a normal position?
- Did you close and lock garage doors and windows?

- Did you ask the local police to place your home on their vacation check list?

Commercial or Business Security Survey

There are obviously many types of commercial and business establishments. They range from retail establishments, warehouses, office buildings, manufacturing facilities, etc. Not all elements of the following security survey will be applicable to each. The individual(s) conducting the survey will need to select those elements most applicable to the facility they are reviewing or surveying.



Recommended Premise Survey Format

- **Title Page**
 - ✓ Name and address of surveyed facility.
 - ✓ Date of survey.
 - ✓ Name of department conducting survey.
 - ✓ Name of individual(s) conducting survey.
- **Introduction**
 - ✓ Authority for survey.
 - ✓ Location of facility.

- ✓ Name of individual(s) conducting the survey.
- ✓ Brief description of facility (include the purpose or use of the structure).
- ✓ Date the survey requested.
- ✓ Purpose and scope of survey.
- ✓ Statement of confidentiality __ stress the sensitive nature of the security survey and point out that the survey stresses “security weaknesses” that could be of great interest to the criminal element.

- **Factors Contributing To Loss Potential**

- ✓ Importance of the facility to the function of the commercial or business establishment. Is it a vital manufacturing facility, for example.
- ✓ Location of the facility in relationship to the surrounding area: Is it located in a high crime area?
- ✓ Location of facility in relation to visibility and terrain: Is the structure located in an isolate area? Are all access points visible from patrolled streets or alleys?
- ✓ Police or security response time: Determine estimated time for police to respond to a break-in or other criminal incident. The response time factor will influence security systems and locking devices recommended.
- ✓ Freedom of access: Who is allowed into or near the facility? During what hours?
- ✓ Locate and identify high risk areas:
 - Areas containing high value property that would be considered attractive targets for the common thief (televisions, VCR’s, computers, etc.)
 - Areas containing large amounts of cash.
 - Areas containing sensitive or confidential material (payroll, product research material, formulas, etc.)
 - Areas containing documents, records and information which would be difficult to replace if lost or destroyed.
 - Mechanical equipment rooms critical to the function of the facility.

- **Survey Format**

- ✓ **Exterior**

- **Grounds**

Yes No

 Is there a fence around the facility or a clear definition of territoriality?

 If “yes,” is it in good repair?

 Is the area between the building and the fence clear of weeds, trash and debris?

 Are fence gates systematically locked and unlocked?

 Is stock or merchandise allowed to accumulate or be piled near the building?

 Are shrubs and bushes within four (4) feet of any sidewalks, driveways, loading docks, doors and gates maintained at a height of not more than two (2) feet?

 Are shrubs and bushes between four (4) feet and eight (8) feet of any sidewalks, driveways, loading docks, doors or gates maintained at a height of not more than four (4) feet?

 Are ground plants under first story windows maintained at a height that is below the window sill?

 Are trees trimmed so that the lower branches are more than six (6) feet off the ground?

- **Exterior Lighting**

Yes No

 Are building entrances sufficiently illuminated?

- Are all sides of the building illuminated?
- Are exterior lights controlled by photocell?
- Are lighting standards well marked or identified to facilitate the reporting of lighting deficiencies?
- Is there a clear definition of who is responsible for reporting lighting malfunctions?
- Is there an auxiliary power source for protective lighting?
- Are electrical switch boxes secured?
- Are lighting fixture protective lenses vandal resistant?
- Is lighting directed or positioned in such a manner as to blind patrol officers?
- Is exterior lighting evenly distributed?
- Can low mounted lighting be compromised by simply unscrewing a bulb?

- Building Exterior

Yes No

- Are fire escapes and exits designed so they are difficult to enter from the outside?
- Can access be gained to the roof or upper level windows by climbing up downspouts or other building attachments?
- Are there trees of sufficient height and proximity to the facility so that an intruder may climb them to gain access to the roof or upper level windows?

- Are telephone and power lines to the facility located high enough so they are not easily accessible?
- Are there manholes an intruder could open and gain access into the building?
- Are there unprotected skylights that could provide access into the building?
- Are rubbish or trash container areas fenced and locked with a supervisor having access?
- Are random spot checks of outgoing trash made?
- Are fan openings and ventilator shafts adequately secured?
- Can access into the building be gained from an adjacent building?
- Is there mechanical equipment such as cooling towers, large fans, etc. that generates sound of sufficient levels to cover the sounds of a forced intrusion?

– Exterior Doors

Yes No

- Are all exterior doors sturdy and resistant to forced entry?
- Are door hinge pins located on the inside?
- If door hinge pins are on the outside, have they been rendered nonremovable?
- Are door frames well constructed and in good condition?
- Do all exterior doors fit tightly within their door frames?
- Do solid exterior doors have wide angle (180°) door viewers?

- Are doors with glass within 40" of the lock equipped with double-cylinder dead bolts?
- Do all exterior door locks work smoothly?
- If door panic hardware is employed, can the bar be pulled from the exterior with a stiff wire or coat hanger?
- Can an exterior door lock be "slipped" with a credit card?
- Are unused exterior doors properly secured?

- Exterior Windows

Yes No

- Are unused windows permanently sealed or protected by bars or grillwork?
- Are all windows within 14 feet of the ground protected with bars, grills or other protective coverings?
- Do all exterior windows have adequate locks?
- Are all vents and similar openings having a gross area of one square foot or more secured with protective coverings?
- Are exterior windows within 14 feet of the ground not secured with protective coverings or protected by an alarm system kept locked?
- Are windows covered by an electronic alarm system properly protected?

- Parking Areas

Yes No

- Is it possible for employees to remove property from the building and

place it in their motor vehicle without being detected?

- Are parking lots conducive to patrol observation?
- Are parking lots monitored by closed circuit television?
- Are those who park in employee lots required to register their vehicles and display a parking permit?

– Interior Lighting

Yes No

- Is interior lighting, particularly in high risk areas, adequate?
- Is there an auxiliary power source for interior lighting, particularly in hallways, restrooms and other common areas?
- Is interior security lighting controlled by a timer rather than a wall switch?

– Interior Doors

Yes No

- Are interior doors sturdy and resistant to forced entry?
- Are interior door hinge pins located on the inside?
- If door hinge pins are on the outside, have they been rendered nonremovable?
- Does each interior door have a workable locking device?
- Do all interior doors fit tightly within their door frames?

– **Access Management**

Yes **No**

- Is there a written and consistently enforced key management policy?
- Is there a record of all keys issued, particularly master keys?
- Is there an enforced policy against unauthorized duplication of keys?
- Are loss or theft of keys promptly reported?
- Are periodic key audits conducted?
- Is there an adequate key recovery policy when employees retire, resign, are discharged or suspended?
- Are duplicate keys stored in a secure location?
- Is there clear responsibility for key issuance and accountability?

– **Ceiling Construction**

Yes **No**

- Are there suspended ceilings within the facility with removable panels?
- Do walls of hallways, offices, storage areas, etc., rise completely to the subfloor of the second floor or roof so entry cannot be achieved by climbing over the wall?
- Do walls of hallways, offices, storage areas, etc., rise completely to the subfloor of the second floor or roof so entry cannot be achieved by climbing over the wall?
- Are there suspended ceilings in restrooms or other secluded places where an intruder can climb above it and remain after closing hours?

Has wire mesh been placed over the tiles of suspended ceilings?

Have the tiles of suspended ceilings been glued in place?

- Mechanical Equipment Rooms

Yes No

Is the access to building mechanical rooms adequately controlled?

Are all gas, water, sprinkler and other valves securely locked?

Are large electrical switches padlocked?