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## OUTSIDE LIGHTING

- Y  N  Is the property well lit?
- Y  N  Are the lights tamper proof?
- Y  N  Is a regular inspection done?
- Y  N  Are wires running into the building inaccessible to burglars?

## EXTERIOR

- Y  N  Are windows and doors kept clear?
- Y  N  Are tools, equipment, boxes, crates, ladders, etc. removed to reduce easy access?
- Y  N  Are machines and equipment immobilized after hours?

## FENCES

- Y  N  Is the fence at least 6' high?
- Y  N  Are depressed areas under fence and gates hard filled leaving no more than a 4" space?
- Y  N  Are gates as sturdy as the fence?
- Y  N  Is one staff member designated as gate control?

## DOORS

- Y  N  Are doors steel or solid wood?
- Y  N  Are door frames as strong as the door?
- Y  N  Are double doors secured with bolt locks?
- Y  N  Are doors reinforced with crossbars?

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- Y  N  Do outside hinges have non-removable hinge pins?
  - Y  N  Are jamb studs installed in exterior doors?

## WINDOWS

- Y  N  Are windows locked?
- Y  N  Is all exterior glass burglar resistant?
- Y  N  Are window frames in good condition?

## ALARMS

- Y  N  Are perimeter alarms installed?
- Y  N  Are interior intrusion alarms installed?
- Y  N  Is a notice posted to announce alarms?
- Y  N  Is there a battery back up?
- Y  N  Are wireless systems routinely maintained?

## LOCKS

- Y  N  Are 1" deadbolts installed on all outside doors?
- Y  N  Do locks have high security ring on cylinder lock?
- Y  N  Are quality padlocks being used?
- Y  N  Is the chain also of high quality?

## KEYS

- Y  N  Are keys marked only with a code?

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- Y  N  Are locks changed when staff leave?

## INTERIOR LIGHTS

- Y  N  Are lights left on after hours?
- Y  N  Are motion lights installed?
- Y  N  Are drapes/blinds left open?
- Y  N  Is a lock installed on fuse boxes?

## CASH

- Y  N  Is cash kept to a minimum?
- Y  N  Are cash register drawers left open?
- Y  N  Can the safe be seen from outside?

## PROPERTY

- Y  N  Are serial numbers recorded?
- Y  N  Are items marked with ID numbers?
- Y  N  Is an inventory of valuables kept?
- Y  N  Are valuables, credit card machines, etc. kept locked up after hours?

## TRAINED EMPLOYEES

- Y  N  Are employees familiar with security system?
  - Y  N  Are employees informed that if they were confronted by a robber, they should not try to protect the property, and to do whatever they need to do to keep themselves safe?
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