

Business Security Checklist

Outside lighting

- Light up all property including entrances, alleys, roof. Lights vandal-proof, or high enough so cannot be tampered with.
- Lights should not shine into the eyes of passersby or the police.
- No shadowed places for burglars to hide.
- Inspect lights regularly and replace burned out lights immediately.

Around the building

- Install reinforced concrete or brick walls.
- Avoid high displays near window areas that keep passers-by from seeing in.
- Trim or eliminate trees and shrubs near doors and windows.
- Keep area around the building clean, avoiding high weed or grass growth near windows and doors.
- Remove boxes, crates, ladders or other material that would give burglars easy access to a window or the roof.

Tools, equipment

- Lock up all tools, ladders, etc. that could help a burglar gain access.
- Secure business machines with locks.
- Remove rotors to immobilize forklifts and vehicles.

Doors

Install doors from steel, aluminum alloy or solid core.

Door frames should be as strong as the doors.

Install minimum 16 gauge steel on side and back doors and burglar resistant glass.

Double doors should be secured with heavy duty multiple point long flush bolts.

- Reinforce doors with cross bars (consult with fire department re: regulations).

Gates

- Same material as fence with post set in cement and U yoke lock. Four inches from bottom of fence to ground.
- Depressed areas should be hard filled.
- In large companies such as lumber yards, delegate one staff person to control gate.

Hinges

- Install all non-removable hinge pins outside.
- Install jamb studs in all exterior and security doors with outside hinge pins.

Yard and parking areas

- Post signs for staff and customers to secure their valuables and vehicles.
- Place valuables in the trunk, lock vehicle.
- If vehicles must be parked outside a secure area, or if valuable property must be stored outside a secure area, install an alarm system.

Windows

- Install locking pins, bolts, locks or swing latches to prevent opening from outside.
- Use burglar resistant glass, grates, grilles, bars or heavy duty wire screening.
- Use stickers on unprotected glass. This assists security patrols to determine that the pane is intact.
- Check window frames for looseness or rotting.

Fences

- Install 2' chain link mesh 9 gauge wire, no more than 4' off ground, at least 6 feet high.
- Depending on by-laws, top fence with 3 strands of #12 barbed wire tiggered outward at 45 degree angle.
- Depressed areas should be hard filled.

Government of Alberta ■

Solicitor General and Public Security

Alarms

Perimeter alarms can detect entry on exterior of premises. System can either terminate locally by ringing siren mounted on building, or terminate at private security office that notifies police. Intrusion alarms detect burglars who have gained access to building. Alarms are usually silent and terminate at private security office or police detachment.

Types of alarms available include:

- audio detectors
- motion detectors
- photoelectric detectors
- electronic fences
- radio frequency
- closed circuit television
- electronic doors and gates
- Have reputable firm install alarm system.
- Post a notice to announce that you have an alarm system.
- Use battery backup with electrical alarms.
- Wireless systems must use replacement batteries of high quality, and the system must be well maintained.
- System should have fire-sensing capability, and feature to test its operation.
- Contact insurance company to evaluate cost savings with different systems.

Locks

- Install 1' deadbolt locks on all outside doors. Deadbolts should be made of solid bar brass with a free-turning hardened steel insert (almost impossible to saw through).
- Locks should have a high security ring on the cylinder lock. Makes tampering with a wrench, hammer or crowbar almost impossible.

Padlocks

- Padlocks can be opened with bolt cutters or pry bars. Quality padlocks have:
 - laminated or extruded cases
 - hardened steel shackle with minimum diameter of 9/32'
 - a double locking bolt providing 'heel and toe' locking
 - at least 5-pin tumblers in the cylinder
 - Chain and hasp used with the padlock must also be of high quality steel
- Key retaining feature prevents removal of key until padlock is locked. Padlock cannot be removed and returned after unauthorized person has made key.
- Do not leave padlocks, without key-retaining feature, in open position. This permits burglar to substitute own lock, return later, enter and replace your lock.

Keys

- Never label keys indicating their use. Use a code.
- Stamp keys with 'do not duplicate.'
- Re-code or change locks when staff leave.
- Keep a record of all keys issued. Lock away master key and extra duplicates.
- Have everyone sign for particular keys.

Other openings

- Roof may have heating ducts, skylights, and doorway to transoms.
- Skylights, vents, etc. can be permanently secured or protected by alarm system.
- Install locks on outside fuse boxes.

Inside lights

- Leave lights on after hours. Subdued lighting preferred because bright lights may suggest that intruder belongs there.
- Leave lights on within the premises or have motion sensitive lighting.
- Leave blinds and drapes open.