

DATE:

TIME:

BUSINESS:

ADDRESS:

COMMENTS or SUGGESTIONS

PUBLIC SERVICE Y ☐ N ☐

B & E FOLLOW-UP Y ☐ N ☐



5211 - 50 Ave, Lacombe, AB T4L 1E8

403.782.3279 Ext. 152

www.LacombeVictimServices.com



CHECKLIST



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 cross bars?

- 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 for all alarms?
Y ☐ N ☐ Are wireless systems routinely maintained?

LOCKS

- Y ☐ N ☐ Are 1" deadbolts installed on all outside doors?
Y ☐ N ☐ Do locks have 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?
Y ☐ N ☐ Are locks changed when staff leave?

INTERIOR LIGHTING

- 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 all fuse boxes?

CASH

- Y ☐ N ☐ Is cash on premises 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 credit card machines, valuables, etc. kept locked up after hours?

TRAINED EMPLOYEES

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

