



SECURITY CHECKLIST FOR YOUR BUSINESS

Read the questions below to get an idea of how safe your business actually is. Once you know what is missing, it's easy to improve the security of your building and employees. Print this sheet and consider the following:

THINGS YOU SHOULD DO RIGHT AWAY

- Restrict building keys to those who actually need them. You should trust the people that you give your keys to.
Good Issue
- Clear your desk of important/confidential papers every night and place them in a locked area. Do you tell your employees to do this?
Good Issue
- Keep complete, up-to-date records of who has your building keys.
Note: You should change your locks every 5 years to ensure that your keys aren't in the hands of shady people.
Good Issue
- When working alone at night, lock all entrances to prevent others from getting in. Ensure that you meet all fire code requirements. These doors still need to be able to be opened from the inside.
Good Issue
- Create adequate procedures for the collection of keys from terminated employees.
Good Issue
- Keep contact numbers for the police and fire departments handy (other than 911).
Good Issue
- Require that all keys be marked "Do not Duplicate" to prevent locksmiths from making copies without your knowledge.
Good Issue
- Keep all building windows and doors properly secured with bars or deadbolt locks.
Good Issue
- Use an alarm system or video security system to ensure that only legitimate people are on your property.
Good Issue
- Mark one entrance as a visitor entrance so you can contain where people enter the building.
Good Issue
- Provide your employees with a lockable drawer/cabinet to protect purses and other personal valuables.
Good Issue
- Have badges for visitors to wear that clearly identify them to other employees.
Good Issue
- If you have an alarm system, set it when your business closes.
Good Issue
- Have at least one filing cabinet secured with a locking bar for confidential documents. Keep that key in a secure location or on your keychain.
Good Issue
- If you employ a guard or watchman, check his log book and/or surveillance tapes regularly.
Good Issue
- Leave an outdoor light on at night. It should be near entrances and valuable items stored outdoors.
Good Issue
- Have a safety committee that can be responsible for posting important security information, such as contact numbers and "what to do" in certain scenarios.
Good Issue
- Record all equipment serial numbers and file them in a safe place to ensure correct identification in the event of a theft or fire.
Good Issue
- Know how to contact neighboring businesses in case you need assistance.
Good Issue
- Shred confidential documents before recycling them. Do you tell your employees to do this?
Good Issue
- Require that all potential employees present a criminal record clearance.
Good Issue
- Ask for identification from visitors, repair workers, and delivery personnel. Have a policy in place for visitors.
Good Issue
- Post warning signs that your building is protected by an alarm or other security threat.
Good Issue
- Lock your safe and only give the combination to trustworthy employees.
Note: Look for safes that allow you to drop money in without opening them.
Good Issue
- Request that your employees use passwords on their computers and confidential documents.
Good Issue
- If you can, change the combination of your safe often to prevent anyone from memorizing it.
Good Issue