

BURGLARY PREVENTION CHECKLIST

- | Yes | No | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Lighting |
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Are all of the points where a break-in might occur lighted by street lights, signs, or your own security lighting? |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Have you illuminated blind alleys where a burglar might work unobserved? |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Are all parking areas/lots well illuminated? |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Has interior lighting been used to reduce levels of darkness which could shield potential criminals from view by people passing by? |
| | | Exterior Arrangement |
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Are piles of stock, crates, or merchandise stored so as not to give burglars hiding places? |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Have any weeds or trash adjoining your building been cleared away? |
| | | Fencing |
| <input type="checkbox"/> | <input type="checkbox"/> | 1. If a fence would help your protection, do you have one? |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Is your fence high enough or protected with barbed wire? (Min 7' high)? |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Is your fence in good repair? |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Is your fence fixed so that an intruder cannot crawl under it? |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Are boxes, crates and materials which might help a burglar over the fence, stored a safe distance from the fence? |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Are the gates solid and in good repair? |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Are gates properly locked? |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Are gate hinges secure? |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Have you eliminated unused gates? |
| | | Doors |
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Have you secured all unused doors? |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Is the glass in back doors and similar locations protected by wire or bars? |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Are all of your doors designed so that the lock cannot be reached by breaking out glass or a lightweight panel? |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Are the hinges so designed or located that the pins cannot be pulled from the outside? |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Is the lock bolt so designed or protected that it cannot be pushed back with a thin instrument? |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Is the lock so designed or the door frame built so that the door cannot be forced by spreading the frame? |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Is the lock a cylinder type? |
| | | Windows |
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Do you remove valuable merchandise from unprotected display windows at night? |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Have you considered the use of glass brick in place of windows? |

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- | Yes | No | Walls and Roof |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Are your walls actually as solid as they look? Have you eliminated unsecured openings in otherwise solid walls, including interior party walls? |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. In checking walls, have you eliminated points where a burglar can work unobserved by removing stored materials and cutting back vegetation? |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Are your roof openings secure or protected by an alarm system? |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Have you eliminated weak points in your walls or roof where entrance could be gained from adjoining structures or vegetation? |

Safes

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Is your safe designed for burglary protection as well as fire protection? |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Is your safe provided with a U.L. and/or S.M.N.A. label? |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. If your safe weighs less than 750 pounds, is it fastened securely to the floor, the wall, or set in concrete? |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Is your safe located so the police can see it from outside? |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Is the area around your safe illuminated at night? |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. If you have a vault, are the walls and ceiling as well as the door, and floor secure? |

Alarms

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Have you investigated the use of a burglar alarm system? |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. If you have a system, do you have an Underwriters Laboratories Certificate? |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Is your burglar alarm system tested regularly? |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. If/when your building was remodeled, was the burglar alarm system updated too? |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. When maintenance is performed on your alarm system by an authorized contractor, do you request a written description of the problem and the work completed to correct the problem on the billing statement? |

Key Control

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Have locks, badges, keycards or electronic passes been changed when employees leave? |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Is the distribution of master keys limited to only those who need them on a regular basis? |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Is there a record of key and pass card holders? |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Is upper management responsible for ascertaining key and pass possession? |

NOTE: A "No" response may require correction of an adverse condition to minimize a burglary loss potential.

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