

Burglary Prevention Checklist

Exterior:

- Lighting**- Enhanced lighting near entrances and exits
- Door Protection**- A solid door construction and hinges. Deadbolt locks with well secured strike plates and latch guards.
- Window Protection**- Solid window construction, locking mechanisms and protective film
- Roof Protection**- Secure any roof openings including doors, hatches, air ducts and skylights.
- Landscaping**- Ensure trees and bushes are well trimmed to limit hiding places and clear visibility of property.

Interior:

- Key Control**- Ensure you have a good key control policy in place. Know where and who has access.
- Money Safe**- Ensure your safe is secured or anchored to the floor.
- Keep minimum cash on premises and leave register empty and open after hours.**
- Cable lock electronics items including flat screen TVs and computers.**
- Leave an interior light on so it is visible from the street.**
- Secure valuables at all times- this includes employee personal items.**
- Arrange window so Police can see in were applicable**
- Alarm system for property.**
- CCTV System with 30 day recording with quality shots of critical areas.**

Tips:

- Conduct a key inventory at least twice a year (Spring and Fall).**
- Check vulnerabilities to all points of entry for your property at least twice a year.**
- If applicable, check alarm system signal at least twice a year with your alarm company.**
- If applicable, check video retention and video quality at least once a month.**
- Review burglary/robbery prevention best practices with your staff when applicable.**
- Get to know your neighbors.**
- Vary your closing procedures-don't become predictable.**

