

## RISK ASSESSMENT FACILITY CHECKLIST

Windows	Yes	No	N/A	Notes
Note: All windows should be secured no matter how small or remote they are.				Including Sky Lights
Are basement windows clear of shrubbery and other obstructions?				
Are basement and grade level windows protected by:				
Bars?				
Wire Mesh?				
Window Locks?				
Wire Mesh?				
Plexiglas?				
Lexan?				
Other? (Explain)				
Are all windows, including those above ground level:				
Properly fitted with a locking device?				
Checked each night to make sure each window is closed and securely locked?				
Lights	Yes	No	N/A	Notes
Are exterior lights installed to illuminate the exterior of buildings and their alley ways?				
Are interior lights left on at night?				
Are entrance lights left burning at night so intruders will be clearly visible when forcibly attempting to enter premises?				
Are lights left burning in strategic locations to allow people passing by and/or police to see easily into the premises from foot or vehicle?				
Are timing devices used to turn lights on and off at preset times to give the impression the premises are occupied?				
Locks/Doors	Yes	No	N/A	Notes
Are all exterior doors equipped with proper locks?				
Are exterior doors of solid core construction?				
Are hinges, which are exposed on a door's exterior, equipped with non-removal able hinge pins?				
Are doors to adjoining building locked at night?				
Are all exterior doors kept locked to prevent entry?				
Is there a routine check each night to make sure all doors are locked?				

<b>Intrusion Devices</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Notes</b>
Do you have a security alarm?				
If you have a system, is it approved by Underwriters Laboratories, Inc.?				
Was it properly installed by licensed workers?				
Is your security alarm system checked regularly?				
Does your system cover your hazardous points fully?				
<b>Is your Alarm System:</b>				
Connected to a central alarm station?				
Connected to an automatic dialing attachment?				
Local Alarms?				
<b>Closed Circuit TV System</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Notes</b>
Do you have a security camera system?				
Does the system record 7 days or more? Tape or Digital Recorder				
Does the CCTV have motion detection?				
Does the motion detection tie into the alarm system?				
Does the camera placement cover all entry/exit points and vital areas?				
Does the system cover the parking lot? If yes, are low light cameras required?				
Can your system print photos or make video of critical incidents?				
<b>Fire Suppression</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Notes</b>
Are all fire extinguishers in a accessible position?				
Are all fire extinguishers tested and up to date?				
Is there a sprinkler system?				
Has it been tested recently?				
Is Emergency lighting in place and tested every month?				
Are smoke detection devices in place and tested every month?				
Are all fire exits properly marked?				
Are all appliances of in break/kitchen areas?				
<b>Children's Area / Day Care</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Notes</b>
Does the Children's area have a restricted entry point?				
Are there windows in all children's classroom areas?				
Is the diaper changing area in a secure location?				
Are there restroom facilities in the				

children's area?				
Do the doors for the storage area lock to keep toddlers out?				
Is the children's outside area protected by a chain linked fence and gate?				
<b>General Security Measures</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Notes</b>
Do you maintain a written or photographic inventory of all valuables and records on the premises?				
Are personnel assigned to check exits, entrances, and windows to make sure they are secure before leaving at night?				
Are precious objects, vessels and other valuables kept in a safe, vault or locked cabinet when not being used?				
When staff or volunteers with access to keys or safe combinations terminate their status, are locks and/or combinations changed?				
Do you have a security guard?				
If so, did you investigate this guard before hiring him/her?				
Are ladders, boxes and other equipment put away after use so that they are not left for use by anyone intent on criminal behavior?				
Are premises used in the evening for meetings and other activities? (Evening activities generally reduce the possibility of burglaries/theft)				
Have you arranged for a regular police patrol or a security force check at night?				
Are the premises available for use 24-hours a-day?				
Entire building?				
Partial Section of building (Explain)				
If a section of the building is open for use 27 hrs a day, is movement from this section to other sections of the building restricted?				
Describe security measures taken if answer to above is yes.				
Completed By _____ Date _____				

- <Alarm companies
- <Locks/Doors/Windows companies
- <Camera suppliers