



# Lower Gwynedd Township Police Department

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[www.LowerGwynedd.org](http://www.LowerGwynedd.org)



## Commercial / Business Security Survey

This checklist can be used as a “do-it-yourself” guide to gauge your property’s security. Any boxes checked “No” are areas where actions can be taken to improve the security of your property. If you would like to learn more about commercial/business security, you can contact the Lower Gwynedd Township Police Department Community Response Unit. To schedule a survey, contact the Police Department and ask for a member of the Community Response Unit or email [LGPD CRU@lowergwynedd.org](mailto:LGPD CRU@lowergwynedd.org).

### Exterior Grounds

- |   | Yes                      | No                       |
|---|--------------------------|--------------------------|
| 1. Is there a fence around the property or a clear definition of Territoriality?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. If there is a fence, is it tall enough and in good repair?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Is there a reliable system for locking fence gates at night or when the facility is not occupied by personnel?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Are fence gates maintained in a good state of repair, including hinges and locks?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Are fences obstructed by weeds or other ground cover?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Are there any unused or unneeded fence gates?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Are there any trees, poles or other features that could help someone climb over the fence?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. If appropriate, are there “No Trespassing” signs on the fence and/or gate?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Are shrubs, bushes and other plant growth within four feet of any sidewalks, driveways or building entrances maintained at a height of not more than three feet? | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Are trees trimmed so that the lower branches are at least seven feet off the ground?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. In parking areas, are trees trimmed so that they do not block out or obscure the light from light fixtures?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Are trees trimmed so they cannot be used to gain access to the upper level of the building?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Are spiny (thorny) plants used as ground cover along fences and under first floor windows of the building?  | <input type="checkbox"/> | <input type="checkbox"/> |

### Exterior Lighting

- |  | Yes                      | No                       |
|--|--------------------------|--------------------------|
| 14. Are building parking lots sufficiently lit?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Are walkways and building entrances well lit?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Are all sides of the building adequately lit?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. Are lighting processes in place to facilitate the reporting of inoperative lights?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. Is there a clear definition of who to report inoperative lighting to?                | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. Are electrical switch boxes secured?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. Is lighting directed so that it would hinder the checking of the building by police? | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. Are light fixture protective lenses vandal resistant?                                | <input type="checkbox"/> | <input type="checkbox"/> |

**Building Exterior**

- |  | <b>Yes</b>               | <b>No</b>                |
|--|--------------------------|--------------------------|
| 22. Are fire escapes and exits designed so they are difficult to access from the exterior of the building?           | <input type="checkbox"/> | <input type="checkbox"/> |
| 23. Can access be gained to the roof or upper level windows by climbing up downspouts or other building attachments? | <input type="checkbox"/> | <input type="checkbox"/> |
| 24. Are telephone and power lines to the building located high enough so they are not easily accessible?             | <input type="checkbox"/> | <input type="checkbox"/> |
| 25. Are there unprotected skylights that could provide access to the building?                                       | <input type="checkbox"/> | <input type="checkbox"/> |
| 26. Are rubbish or trash container areas fenced and locked?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 27. Are random spot checks of outgoing trash made?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 28. Are fan openings and ventilator shafts adequately secured?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 29. Can access into the building be gained from an adjacent building?  | <input type="checkbox"/> | <input type="checkbox"/> |

**Parking Areas**

- |   | <b>Yes</b>               | <b>No</b>                |
|---|--------------------------|--------------------------|
| 30. Is it possible for employees to remove property from the building and place it into their motor vehicle without being detected? | <input type="checkbox"/> | <input type="checkbox"/> |
| 31. Are parking lots conducive to police observation?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 32. Are parking lots monitored by cameras?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 33. Are those who park in employee parking lots required to register their vehicles and display a parking permit?                   | <input type="checkbox"/> | <input type="checkbox"/> |

**Exterior Doors**

- |   | <b>Yes</b>               | <b>No</b>                |
|---|--------------------------|--------------------------|
| 34. Are all exterior doors sturdy and resistant to forced entry?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 35. If exterior doors swing outward and have exposed hinge pins, have removable pins been replaced with non-removable pins? | <input type="checkbox"/> | <input type="checkbox"/> |
| 36. Are door frames well constructed and in good condition?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 37. Do all exterior doors fit tightly within their door frames?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 38. Do exterior doors have a wide angle door viewer installed?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 39. Are doors with glass within 40 inches of the lock equipped with double cylinder dead bolts?                             | <input type="checkbox"/> | <input type="checkbox"/> |
| 40. For double doors, is there an astragal (strong metallic cover slip) covering the space between the two doors?           | <input type="checkbox"/> | <input type="checkbox"/> |
| 41. Are exterior door strike plates reinforced or heavy duty and secured with screws at least 3 inches long?                | <input type="checkbox"/> | <input type="checkbox"/> |
| 42. Are dead bolts with at least a 1 inch throw installed?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 43. Are exterior doors equipped with a door re-enforcer at the lock area?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 44. Are exterior latches covered with a metal latch cover to prevent tampering?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 45. Are unused exterior doors properly secured?   | <input type="checkbox"/> | <input type="checkbox"/> |

**Exterior Windows**

- |  | <b>Yes</b>               | <b>No</b>                |
|--|--------------------------|--------------------------|
| 46. Do all exterior windows have adequate locks?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 47. Are unused windows permanently sealed or protected by bars or grillwork?                                       | <input type="checkbox"/> | <input type="checkbox"/> |
| 48. Are all windows within 14 feet of the ground protected by protective covering, alarmed or monitored by camera? | <input type="checkbox"/> | <input type="checkbox"/> |
| 52. Do windows leading into a basement or subsurface level have security bars, grills or auxiliary locks?          | <input type="checkbox"/> | <input type="checkbox"/> |

**Interior Lighting**

- |  | <b>Yes</b>               | <b>No</b>                |
|--|--------------------------|--------------------------|
| 53. Is interior lighting, particularly in high risk area, adequate?                | <input type="checkbox"/> | <input type="checkbox"/> |
| 54. Is there an auxiliary power source for interior lighting?                      | <input type="checkbox"/> | <input type="checkbox"/> |
| 55. Is interior security lighting controlled by a timer rather than a wall switch? | <input type="checkbox"/> | <input type="checkbox"/> |

**Interior Doors**

**Yes No**

- 56. Are interior doors sturdy and resistant to forced entry?
- 57. Do all interior doors fit tightly within their door frames?
- 58. Does each interior door have a workable locking device?
- 59. If interior doors swing outward and have exposed hinge pins, have removable pins been replaced with non-removable pins?

**Access Management (Below “key” shall also include access cards and codes)**

**Yes No**

- 60. Is there a written and consistently enforced key management policy?
- 61. Is there a record of all keys issued, particularly master keys?
- 62. Is there an enforced policy against unauthorized duplication of keys?
- 63. Are loss or theft of keys promptly reported?
- 64. Are periodic key audits conducted?
- 65. Is there an effective key recovery policy when an employee leaves?
- 66. Are duplicate keys stored in a secure location?
- 67. Is there a clear responsibility for key issuance and responsibility?

**Ceiling Construction**

**Yes No**

- 68. Are there suspended ceilings with removable panels in the facility?
- 69. Do walls of hallways, offices, storage areas, etc. rise completely to the subfloor of the second floor or roof so entry cannot be achieved by climbing over the wall?

**Safes**

**Yes No**

- 70. Is there a safe used for money or valuable property storage?
- 71. Is the safe secured to the floor or wall?
- 72. Is the safe protected by an alarm?
- 73. If the safe has wheels or casters, have they been removed?
- 74. Is the safe lighted at night?
- 75. Is the safe located where it can be observed by patrolling officers or security guards?
- 76. Is the safe combination changed whenever an employee with knowledge of the combination separates employment?

**Security Alarm Systems**

**Yes No**

- 77. Does the facility have an alarm system?
- 78. Is the system monitored?
- 79. Has the system been installed/upgraded in the last 5 years?
- 80. Have the appropriate employees been shown how to use the system?
- 81. Does the system have battery and phone backups?
- 82. Are there recorded cameras located in the interior/exterior of the facility?
- 83. Has the company provided the Police Department with an up to date business form in case of emergency?