

Home/Business Security Audit Checklist

Section 1 - The Exterior

	Y	N	
1			Do any trees or other shrubbery obscure the view of your doors and / or windows from the street?
2			Does shrubbery or other structures provide a place where an intruder could hide undetected?
3			Does your home / business give the appearance that no one is there or unkempt? (uncollected mail, newspaper, cob webs, etc.)
4			Are all outdoor storage sheds, pool houses, or other exterior buildings kept securely locked when not in use?
5			Are all garage doors, vehicular and pedestrian, kept closed and locked at all times?
6			Do you have a privacy fence or wall with adequately secured gates and / or openings?
7			Are the building(s) address numbers at least 4 inches tall, with a contrasting background, and mounted to be clearly visible from the street?
8			Is the electrical circuit box adequately locked or secured to prevent tampering with fuses or circuit breakers?
9			Are there ground floor doors or windows which are open, unlocked, have broken glass or are otherwise inviting to an intruder?
10			Are there second floor windows or doors which are open or obviously unlocked?
11			Are there any other openings to your home / business such as skylights, crawl spaces, or vents that are unprotected?
12			Are all entrances to your home / business illuminated with at least 60-watt or higher light bulbs?
13			Are there other areas around your home / business that are unlighted and could provide concealment for an intruder?
14			Are vehicles left outside that are unlocked or have keys left in the ignition?
15			Are valuables or other items of interest left in plain view within any vehicles parked outside?

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Section 2 - The Structure

	Y	N	
1			Are all exterior doors solid core hardwood or metal covered?
2			Are all exterior doors secured using high security deadbolt locks with a minimum of a 1" long bolt and high security strike plates?
3			Are the exterior doors hinged so the pin connecting the two hinge pieces is on the inside?
4			Are the exterior door frames and door hardware strong enough to withstand excessive force?
5			Is there a wide angle peep-hole viewer in all doors where visitors are admitted?
6			Are there windows in the access doors or within 40 inches of the locking mechanisms?
7			Is the sliding glass door locked by placing a pole or board in the floor track to prevent it from being opened from the outside?
8			Has the sliding glass door been modified to prevent it from being lifted up and removed from the track?
9			Do all windows have adequate primary and secondary locking mechanisms in good operating condition?
10			Are the sliding windows locked by placing a pole or bar in the track to restrict or prevent them from being pried open from the outside?
11			Are any louvered windows covered with a window grille or grate?
12			Are casement windows securely locked?
13			Are basement windows secured with a second lock or covered with a grate or grille?
14			Do all of the garage access doors (overhead and pedestrian) have adequate locking devices?

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Section 3 - The Interior

	Y	N	
1			Do you check your doors and windows each day to insure they are closed and locked?
2			Do you keep your doors and windows locked when the building is occupied?
3			Do you check your doors and windows each time you leave the building to insure they are closed and locked?
4			When away from home/business do you leave the window shades or blinds open?
5			When away from home/business do you leave a radio on and turned to a talk only station?
6			When your home/business is not occupied in the evening hours after dark do you have lights on in the interior?
7			When you answer the door do you routinely find out who is on the other side of the door before you unlock and open the door?
8			When you talk on the phone to strangers do you avoid giving answers or making statements which would assist the caller to gain access to your residence/business or to you?
9			When you record your greeting on the telephone answering machine do you take care not to give out information about why you did not answer the phone?
10			If you have an alarm system, is it armed every time your residence/business is unoccupied?
11			If you have firearms on the premise, are they secured and placed in a safe place where unauthorized persons cannot access them?

NOTES:

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Section 4 - The Contents

	Y	N	
1			Do you have a current inventory of the valuables inside your home/business including makes, models, serial numbers, and photographs?
2			Do you have all your valuable items, that are "hot" items for burglars, engraved with identifying numbers or other identifying marks?
3			Do you have a safe or safe deposit box for storage of extremely valuable items or documents?
4			Do you have insurance that will cover the cost of replacing stolen or destroyed items?

NOTES:

Security Audit Results	
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