

## Commercial or Business Security Survey

### Survey Introduction

- Name and address of surveyed facility
- Date of survey
- Name of law enforcement agency conducting survey
- Purpose and scope of survey
- Summary of past crime victimization experience
- Description of facility - including purpose or use of the structure
- Statement of confidentiality - stress the sensitive nature of the security survey and that it may identify "security weaknesses" that could be of great interest to the criminal element

### Exterior Grounds

- Is there a fence around the property or a clear definition of Territoriality?
- If there is a fence, is it tall enough and maintained in good repair?
- Is there a reliable system for locking fence gates at night or when the facility is not occupied by personnel
- Are fence gates maintained in a good state of repair, including hinges and locks?
- Are fences obstructed by weeds or other ground cover?
- Are there any unused or unneeded fence gates?
- Are there any trees, poles or other features that help a burglar climb over a fence?
- If appropriate, are there "No Trespassing" signs on the fence and/or gate?

- Are shrubs and bushes and other plant growth within four (4) feet of any sidewalks, driveways or building entrances maintained at a height of not more than two (2) feet?
- Are shrubs and bushes and other plant growth between four (4) and eight (8) feet from any sidewalks, driveways or building entrances maintained at a height of not more than four (4) feet?
- Are trees trimmed so that lower branches are at least six (6) feet off the ground?
- In parking areas, are trees trimmed so that they do not block out or obscure the light from light fixtures?
- Are trees trimmed so they cannot be used to gain access to an upper level of the building?
- Are spiny (thorny) plants used as ground cover along fences and under first floor windows of the building?

### Exterior Lighting

Yes    No

- Are building parking lots sufficiently illuminated?
- Are walkways and building entrances well lighted?
- Are all sides of the building adequately illuminated?
- Are lighting standards well marked or identified to facilitate the reporting of inoperative lighting?
- Is there a clear definition of who is responsible for reporting inoperative lighting?
- Are electrical switch boxes secured?
- Is lighting directed or positioned in such a manner as to blind patrol officer?
- Are light fixture protective lenses vandal resistant?

### Building Exterior

Yes    No

- Are fire escapes and exits designed so they are difficult to access from the exterior of the building?
- Can access be gained to the roof or upper level windows by climbing up downspouts or other building attachments?

- Are telephone and power lines to the building located high enough so they are not easily accessible?
- Are there unprotected skylights that could provide access into the building?
- Are rubbish or trash container areas fenced and locked?
- Are random spot checks of outgoing trash made?
- Are fan openings and ventilator shafts adequately secured?
- Can access into the building be gained from an adjacent building?

### Parking Areas

Yes    No

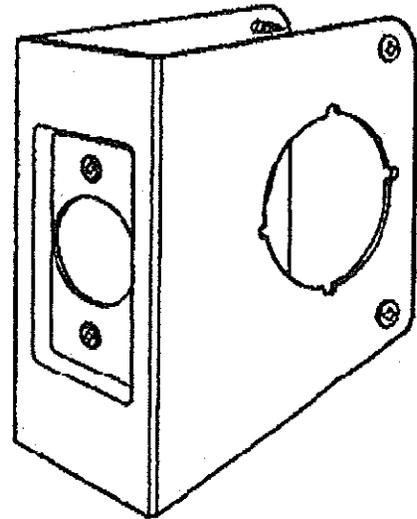
- Is it possible for employees to remove property from the building and place it in their motor vehicle without being detected?
- Are parking lots conducive to patrol observation?
- Are parking lots monitored by closed circuit television?
- Are those who park in employee parking lots required to register their vehicles and display a parking permit?

### Exterior Doors

Yes    No

- Are all exterior doors sturdy and resistant to forced entry?
- If exterior doors swing outward and have exposed hinge pins, have removable pins been replaced with non-removable hinge pins?
- Are door frames well constructed and in good condition?
- Do all exterior doors fit tightly within their door frames?
- Do exterior doors have wide angle (180°) door viewers?
- For doors with glass within 40" of the lock equipped with double-cylinder dead bolts?

- For double exterior doors, is there an astragal (strong metallic cover slip) covering the space between the two doors?
- Are exterior door strike plates reinforced or heavy duty and secured with screws at least 3" long?
- Are exterior doors equipped with door re-enforcers – a metal channel that wraps around the door at the lock area?
- Are deadbolt locks with at least a 1" throw installed on all exterior doors?
- Are unused exterior doors properly secured?



**Exterior Windows**

Yes    No

- Do all exterior windows have adequate locks?
- Are unused windows permanently sealed or protected by bars or grillwork?
- Are all windows within 14 feet of the ground protected with bars, grills or other protective coverings?
- Are all vents or similar openings having a glass area of one square foot or more secured with protective coverings?
- Are all windows with 14 feet of the ground that are not protected with bars, grills or other protective coverings protected by an electronic alarm system?
- Have any double hung windows within the building been pinned?
- Have crank handles been removed form casement windows?
- Do windows leading to a basement or subsurface level have security bars, grills or auxiliary locks?

## Interior Lighting

Yes    No

- Is interior lighting, particularly in high risk areas, adequate?
- Is there an auxiliary power source for interior lighting, particularly in hallways, restrooms and other common areas?
- Is interior security lighting controlled by a timer rather than a wall switch?

## Interior Doors

Yes    No

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

## Access Management

Yes    No

- Is there a written and consistently enforced key management policy?
- Is there a record of all keys issued, particularly master keys?
- Is there an enforced policy against unauthorized duplication of keys?
- Are loss or theft of keys promptly reported?
- Are periodic key audits conducted?

- Is there an effective key recovery policy when employees retire, resign, are discharged or suspended?
- Are duplicate keys stored in a secure location?
- Is there clear responsibility for key issuance and responsibility?

### **Ceiling Construction**

**Yes    No**

- Are there suspended ceilings with removable panels within the facility?
- 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?
- Has wire mesh been placed over the removable panels of suspended ceilings?
- Have panels of suspended ceilings been glued in place?

### **Mechanical Equipment Rooms**

**Yes    No**

- Is access to building mechanical rooms adequately controlled?
- Are all gas, water, sprinkler and other valves securely locked?
- Are large electrical switches padlocked?

### **Safes**

**Yes    No**

- Is there a safe used for money or valuable property storage?

- If "yes," is the safe burglar resistant (able to withstand an attack with burglary tools or a torch for 30 minutes)? Is the safe secured to the floor or imbedded in concrete?
- Is the safe protected by an electronic alarm system?
- If the safe has wheels or casters, have they been removed?
- Is the safe lighted at night?
- Is the safe located where it can be observed by patrolling police or security officers?
- Is the safe recombined whenever an employee with knowledge of the combination is involuntarily terminated?

### Security Alarm System

Yes    No

- Does the facility have an electronic alarm system?
- Was the alarm system installed by an experienced, reputable and reliable alarm installation company?
- Is the security alarm system monitored by a professional alarm monitoring company?
- If the alarm system is more than five (5) years old, has the equipment been evaluated for upgrading or updating?
- Have appropriate employees of the business been trained how to properly arm and disarm the alarm system?
- Does the alarm system have a back-up power source (battery)?

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## Landscaping and Plant Growth Recommendations

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While landscaping and plant growth can contribute to the aesthetics of a private residence, multi-residential units, private business or government buildings, if not carefully controlled and thoughtfully designed, they can also provide hiding places for persons with criminal intent.

The following recommendations are intended to address security issues associated with landscaping and plant growth:

### Ground Cover Plants

- **Location**  
As an alternative to shrubbery or other dense plant growth, ground cover plants, perennial and/or annuals, should be used for landscaping within six (6) feet of the edge of walkways, parking lots and building entryways or other areas requiring visual surveillance.;
- **Height**  
The height of ground cover plants should not exceed two (2) feet at maturity. Plants with thin stalks over two (2) feet high that still allow for good visual surveillance may be used in these areas.

### Shrubs

- **Location**  
In addition to ground covers and appropriately pruned trees, shrubs may be used between six (6) and twelve (12) feet from the edge of walkways, parking lots and building entryways.
- **Height**  
The height of landscape shrubbery should not exceed three (3) feet at maturity.

### Barrier Plants

- **Location**  
Barrier plants have thorns or needles and often a dense structure. They can be used below and near windows to discourage access. They can also be used adjacent to fences or building walls. Among such popularly-used barrier plants are Pyracantha, Agrave, Barberry, Natal Plum, Yucca, Hedgehog or Porcupine Holly. Even if placed below windows, these plants should be trimmed below the height of the windowsills.
- **Height**  
Since the purpose of barrier plants is to discourage pedestrian access, it may be acceptable for them to exceed three (3) feet in height in some applications.

## Trees

- **Location**

Trees should be located or trimmed so as not to serve as a climbing aid to upper levels of homes or buildings or as a climbing aid over fencing or perimeter barriers. Trees should also not be placed where their foliage obscures roadway, walkway, or parking lot security lighting. If trees are located in these areas, they should be thinned and trimmed on a regular basis.

- **Height**

Trees should be pruned so that their lowest foliage is no less than seven (7) feet from the ground surface.

## Landscaping Rock

Landscape rock can be used as an effective alternative to ground cover or shrubs. Small landscape rock can be used under windows or near entryways to create noise when stepped on.