

Commercial and Industrial Security Survey

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| Confidential Survey |
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Organization Name: _____
 Address: _____
 City: _____ State _____ Zip _____
 Contact Person: _____

Conducted by:
 Name: _____
 Agency: _____
 Date: _____

S = Satisfactory U = Unsatisfactory NA = Not Applicable

Note: Items checked as "U" are referenced at end of report with recommendations for improvement.

| | S | U | NA |
|--|--------------------------|--------------------------|--------------------------|
| 1. Fencing and Barriers | | | |
| A. Minimum height of 8' | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Fence construction of at least 9 gauge chainlink or similar material so as to provide security while permitting surveillance of activity within the fenced area | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Lockable gate of same material as fence at all pedestrian or vehicle openings | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| D. All the gates are secured with a U.L. approved lock | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| E. All debris and foliage which might diminish visibility or hide intruders kept clear of fences and gates | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| F. Are glass door entries and window fronts protected by adequate bollards | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| 2. Landscaping and Ground Maintenance | | | |
| A. All shrubbery of the “spread” or “ground cover” variety; or trimmed to less than 2 feet so that an intruder will be denied concealment and to make it difficult to secrete stolen property; tree branches trimmed to 7’ height | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Trees, utility poles, dumpsters, vehicles or any other objects that could facilitate climbing are cleared to a point at least 6 feet from building or fences | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| C. All outbuildings, sheds, boxcars, trailers or any other storage facility containing items of value locked in a manner to that stipulated for main buildings housing similar items of value | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Parking Areas | | | |
| A. Segregated parking for employee, visitor, company operated and shipping and receiving vehicles provided | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Employee and visitor vehicles prohibited from parking adjacent to any exit door or loading dock | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| C. All specific parking areas clearly and conspicuously marked and checked for compliance by a specifically accountable individual | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| D. All parking areas are fenced and gated | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| E. All gates either locked or monitored by human or electronic surveillance at all times | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| F. Parking areas designed to facilitate surveillance | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Doors, Pedestrian | | | |
| A. Solid Core (or) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Metal clad hollow core | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Outswing doors fitted with security hinges | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| D. Lock bolt protection plate (Latch Guard) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| E. Door viewer peephole (no window) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| F. Polycarbonate or acrylic installed in window frame with reinforced edging (or) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| G. Expanded steel wire mesh bolted over window frame w/carriagebolts | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Door, Overhead | | | |
| A. Steel panel, solid core (or) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Solid wood | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Secured in channels so as not to be pried out If containing windows: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| D. Minimum 1/4” polycarbonate or 3/8” acrylic in window with reinforced edging | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| E. Expanded steel wire mesh bolted over window frame w/carriage bolts (round headed bolts) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| 6. Door Locking Mechanisms - Pedestrian | | | |
| A. Single deadbolt cylinder with 1” hardened bolt 5-6 pin tumbler and exterior revolving collar | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Double Doors: Sliding or Barrel bolts on top and bottom | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Door brace of 2”x4” wood or 1/1/4” metal pipe held by metal brackets of at least 1/4” steel secured by through-the-door carriage bolts (check local fire code applicability) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| D. All strike plates and hinges attached to inner doorframe with 3” wood or metal screws (wood frame doors only) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| E. All outswing pedestrian door lock latchbolts protected with UL approved bolt latchguards | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| F. All unnecessary handles, knobs, etc. removed from exterior doors not used for ingress | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Deadbolts not allowed: | | | |
| G. Clutch type lever locks | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| H. Emergency exit hardware with non-exposed bolt | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Windows | | | |
| A. All windows securely anchored in solid wood or metal frames | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Any windows not involved in any evacuation plans or required for ventilation permanently secured by means of screws, nails, wire mesh, bars, or locks | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| C. All first floor windows professionally installed with 1/4” polycarbonate glazing (or) 3/8” acrylic glazing professionally installed (or) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| D. Professionally installed security film over plate glass (or) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| E. Laminated security glass (burglary resistant glass) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| F. Operable windows equipped with supplemental keyed locks | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Other Openings | | | |
| A. All other openings such as roof hatches, skylights, air shafts, vents, or coal chutes welded or otherwise permanently secured if not used; or affixed with grates, padlocks and hasps if opened occasionally (96 square inches or larger) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Building - Interior Barriers | | | |
| A. High Risk Areas | | | |
| 1) Doors, windows, and other openings of any area within the building(s) of extraordinary vulnerability such as: money handling rooms, document file room, computer room, or high value inventory rooms: secured in the same manner as those on the building exterior | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Normal Risk Areas | | | |
| 1) Areas of less, but still substantial vulnerability such as: offices, general production or merchandising areas and storage rooms housing medium risk inventory or tools, are secured by at least a steel hollow core or solid wood core door and deadlatch lockset protected by a latchguard plate | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

10. Safes and Vaults

- A. If money is being stored on site, is it kept in a U.L. rated money safe
- B. Does the monetary content match the U.L. rated safe as identified in Appendix A
- C. Is the safe located in a place visible from a public street to discourage burglary
- D. Is there an evening security light illuminating the safe
or
- E. Is the safe protected by at least one intrusion alarm sensor
- F. Are irreplaceable company paper records kept in a U.L. rated fire safe or vault
- G. Is the fire safe/vault of the proper type and classification for the area
- H. Are computer data records kept in a U.L. rated data safe
- I. Is the data safe correctly classified for the contents and hours: i.e. tapes in a 150 and discs in a 125 with hours of rating
- J. Are the manual safe/vault combinations changed on an annual basis
- K. Are the safe/vault combinations changed after employees with knowledge of the combination leave the company or is their personal PIN removed from electronic safe combinations

11. Lighting

- A. Is lighting sufficient in all areas of property to alleviate shadows and allow sufficient illumination to recognize shapes and colors
- B. Is lighting sufficient around all windows and non-traditional burglary points of entry to recognize shapes and colors
- C. Is lighting sufficient at all entrances, in all parking lots, at all gates and other locations where people would normally walk to allow the discernment of individual facial features from at least 20 feet away by the average person
- D. Is there a luminaire maintenance policy in effect that replaces lamps at 75% of the effective lifespan of the lamp
- E. Are all lamps currently functioning
- F. Has the local electric utility company been invited to perform a lighting survey-or has a consultant completed a survey

S U NA

12. Intrusion Alarm Systems

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| A. Are all exterior perimeter doors contact switched | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Are operable perimeter windows contact switched | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Are higher security interior rooms protected by a motion sensor (computer room, safe room, R&D room, executive offices) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| D. Are non-conventional burglar entry points protected by an intrusion sensor (vents, roof hatch, skylight, A/C ducts, floor manhole covers) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| E. Are high value rooms with exterior walls protected with either wall vibration sensors or motion sensors | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| F. Is there any object blocking the view of any motion sensor | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| G. Is each sensor tested for proper 'catch' ability on a monthly basis | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| H. Is the entire alarm system tested for outgoing signals on a monthly basis | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I. Is the security force trained on the operation of each sensor, so as to discover evidence of internal sensor tampering | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

NOTE: Survey recommendations, if implemented, should substantially reduce a criminal opportunity but are not to be construed as a guarantee that a crime will not occur on the premises.

APPENDIX A – MONEY SAFES AND STORAGE VALUE

| <u>UL</u> <u>Classification</u> | <u>Risk</u> <u>Classification</u> | <u>Maximum</u> <u>Values</u> |
|------------------------------------|--------------------------------------|---------------------------------|
| TL - 15 | Low | \$150,000 |
| TL - 30 | Low | \$200,000 |
| TL - 15x6 | Moderate | \$300,000 |
| TL - 30x6 | Moderate | \$400,000 |
| TRTL - 30* | Moderate | \$500,000 |
| TRTL - 15x6 | Moderate to High | \$750,000 |
| TRTL - 30x6 | High | \$1,000,000 |
| TRTL - 60x6 | High | \$2,000,000 |
| TXTL - 60x6 | High | \$2,000,000 |

* When the body of the safe is encased in reinforced concrete or constructed of a material equivalent to steel and reinforced concrete.

Above table is courtesy of Central Station Alarm Association,
1701 Wisconsin Avenue, Bethesda, MD 20814 www.csaaul.org

RECOMMENDATIONS FOR IMPROVEMENT

NOTE: Survey recommendations, if implemented, should substantially reduce a criminal opportunity but are not to be construed as a guarantee that a crime will not occur on the premises.

Additional security issues not identified on this form but observed during the survey should be included as additional items at the conclusion of the recommendations portion of this survey.

ITEM # **ISSUES and RECOMMENDATIONS:** (add photos and pages as needed)