Property security assessment checklist

Walk the site in daylight and again after dark; tick each line and note what needs fixing.

Property _____ **Address** _____

Walked by _____ **Date** _____

Daylight or after dark _____

Fencing, gates and lighting

- ☐ Fence checked end to end for cut wire, base gaps and loose panels
- ☐ Gates latch and lock; chains and padlocks in good shape
- ☐ Nothing stacked against the fence that gives a step up
- ☐ Shrubs trimmed back from doors, windows and the fence
- ☐ Working light at every door, dock and walkway
- ☐ Timers and sensors set for this season's sunset
- ☐ Dark patches drawn on the site map

Doors, docks and access

- ☐ Every way into the building counted
- ☐ Roof hatches and ground-floor windows locked
- ☐ Main entrance locked on schedule and confirmed nightly
- ☐ Side and rear doors close and latch on their own
- ☐ Emergency exits shut, nothing wedged or taped
- ☐ Dock doors and roll-ups secured when idle
- ☐ Badge, fob and key holder list checked and dated
- ☐ After-hours visitor and vendor sign-in point named

Cameras and parking

- ☐ Each camera on, recording, with correct date and time
- ☐ Views show people, vehicles and gates, not walls
- ☐ Entrances, dock and fence line each in view
- ☐ Lot lit through to the far rows
- ☐ Vehicle entrances controlled or on camera
- ☐ Hidden spots where a car can sit marked

After hours and incident history

- ☐ Empty hours listed for weekdays and weekends
- ☐ Overnight trucks, deliveries and waiting drivers noted
- ☐ Late or early staff and vendors listed
- ☐ Past year's break-ins, theft, vandalism and trespass listed
- ☐ Repeat spots or repeat nights circled
- ☐ Police reports and dates gathered

Police and fire access

- ☐ Building numbers easy to read from a patrol car after dark
- ☐ Police and fire can get past the gate (code or key box)
- ☐ Emergency contacts current, each with a backup
- ☐ One person named for after-hours alarm calls
- ☐ Site map shows entrances, shutoffs and hydrants

Notes