



Business Security CHECKLIST

For more crime prevention information, contact your local RCMP detachment

What can I do to protect my business?

The following checklist provides businesses with ideas and suggestions to prevent and reduce crime

OUTDOOR SECURITY

- There are no dark areas around the property.
- Outside doors/windows have a bright, working light to illuminate visitors/customers.
- There are working video cameras installed.
- Signs indicating “No Cash or Valuables on Premises” are visible.
- Shrubs and bushes are trimmed so there is nowhere for someone to hide.

INDOOR SECURITY

- A security alarm system with glass break detectors/motion detectors is installed.
- All safes and cash registers are moved off site after hours. If not, they are left open and empty every night.
- All valuables are removed from view after hours. Nothing is left visible.
- Lights are left on inside after hours.
- Motion lights are installed in back areas of the business.
- Interior CCTV cameras are installed and capture at least 7 days of images.
- Number for the local detachment is posted and available to employees.
- Valuable items are kept behind the counter.

DOOR AND WINDOW TIPS

- All doors and windows have working locks.
- Screens on the windows are in good working condition and cannot be removed from the exterior.
- Sliding doors have a pin to secure the door from being shoved aside or lifted off the tracks.
- Doors and door frames have been reinforced.
- Anti-smash security film has been added to windows.

OTHER SECURITY TIPS

- Spare keys to offices, registers and safes are removed from site at the end of the business day.
- Serial numbers of valuable items such as televisions, computers, & equipment have been recorded and kept in a secure place.

CONSIDER A DAILY ROUTINE

- At the end of the day a basic safety check routine is completed, including checking windows and doors, ensuring lights are on, CCTV is working and valuables are removed from sight.