
 Organization Name

Building Security Checklist

	Yes	Needs Attention
1. Do you keep a record of everyone who has a key or security code to the building, and use a system for tracking keys or changing security codes as volunteers/employees leave your organization?	☐	☐
2. Do you have adequate outdoor lighting near doors, in parking lots, and at rear entrances?	☐	☐
3. Is your outdoor lighting on a timer, a light-sensitive switch, or a motion switch?	☐	☐
4. Does your building have adequate indoor lighting that is on a timer so that it comes on even when the facility is not in use?	☐	☐
5. Is your outdoor landscaping trimmed and maintained just below window level so it doesn't provide hiding places for vandals or burglars?	☐	☐
6. Is the neighborhood surrounding your property clean and well-maintained?	☐	☐
7. Does your ministry enlist the help of the community surrounding your property and/or participate in a neighborhood watch program to help keep the area safe from crime?	☐	☐
8. Do you lock the doors of interior offices, classrooms, and supply rooms when they are not in use and restrict access to unused parts of the building?	☐	☐
9. Do you ask a church representative to open the church building for guests, monitor the events, and secure the building when they leave rather than give the guests full access to your building?	☐	☐
10. Do you lock petty cash, small valuables, keys, and important documents in a safe? Do you secure larger valuables, such as laptop computers, DVD players, and musical equipment?	☐	☐
11. Do you maintain an inventory of your building's property?	☐	☐

Notes: _____

Completed by: _____ Date: _____

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