

# Security Survey

## Garage, Sheds and Gates

Are these properly secured locks?

Garage	Yes	No
Sheds	Yes	No
Gates	Yes	No
_____	Yes	No

Are padlocks keyed alike to main doors?

Garage	Yes	No
Sheds	Yes	No
Gates	Yes	No
_____	Yes	No

Are overhead doors adequately secured?

Garage	Yes	No
Sheds	Yes	No
Gates	Yes	No
_____	Yes	No

✓ *Unattached buildings on your property should receive the same attention as your main building. Invest in lighting and locks there too.*

Comments: \_\_\_\_\_

\_\_\_\_\_

### Recommendations:

Garage: \_\_\_\_\_

\_\_\_\_\_

Sheds: \_\_\_\_\_

\_\_\_\_\_

Gates: \_\_\_\_\_

\_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_

## Security Tips:

1. Crooks will look for areas of vulnerability. Businesses with the open door, a broken window, the one without the security system.
2. It is not expensive to take the basic steps toward securing your business. Keep the main points of entry locked with high security locks.
3. Keep track of who has copies of the keys to your business. Change the locks if keys are lost or stolen. If you've recently moved in, change all door locks as soon as possible.
4. Always request identification from service or utility workers. Potential thieves don't always look like "thugs"!
5. At night, keep walkways well-lit. Trim the landscaping and make sure there are no areas for someone to easily hide in.
6. To avoid being surprised, look around and make sure that no one followed before stepping out of your car.
7. Get involved in Neighborhood Watch programs. They work! Get to know your neighbors. Report suspicious people to the police.
8. For convenience and safety, make sure the doors in your business are keyed alike. Since many common locks have limited combinations, the chances of someone having a copy of your key drop dramatically when locks are keyed alike.
9. Make sure no one can copy your key(s) without your knowledge or permission.
10. Use high security padlocks on your out-buildings and storage areas, preferably ones keyed the same as your main building.

Provided for: \_\_\_\_\_

Date: \_\_\_\_\_

Inspector: \_\_\_\_\_

A service provided by:



## Action Locksmiths

11216 – 142 Street, Edmonton, Alberta T5M 1T9

Phone: (780) 451-9292 • Fax: (780) 447-5438

We recommend Medeco Security Locks

# Security Check-up

## Keys

Was the establishment rekeyed recently?  
Yes No

Can all keys be accounted for?  
Yes No

Does a past employee or service provider still have a key?  
Yes No

✓ Give an extra key to a trusted associate and keep an extra in your purse or wallet for emergencies.

Comments: \_\_\_\_\_

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Recommendations:

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## Alarms

Is there an electronic alarm present?  
Yes No

Is the alarm monitored?  
Yes No

✓ Alarm systems can provide you with a sense of safety without limiting your freedom while you go about your business.

Comments: \_\_\_\_\_

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Recommendations:

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## Doors

Is the primary lock functioning?  
Front Yes No  
Rear Yes No  
Side Yes No  
Sliding Yes No  
\_\_\_\_\_ Yes No  
\_\_\_\_\_ Yes No

Is there a deadlocking latch?  
Front Yes No  
Rear Yes No  
Storage Yes No  
\_\_\_\_\_ Yes No  
\_\_\_\_\_ Yes No

Is there a deadbolt lock with a minimum of 1" throw?  
Front Yes No  
Rear Yes No  
Storage Yes No  
\_\_\_\_\_ Yes No  
\_\_\_\_\_ Yes No

Are double cylinder or captive thumbturn deadbolts installed in areas near glass windows or doors?  
Front Yes No  
Rear Yes No  
\_\_\_\_\_ Yes No  
\_\_\_\_\_ Yes No

Is a high security strike anchored?  
Front Yes No  
Rear Yes No  
Storage Yes No  
\_\_\_\_\_ Yes No  
\_\_\_\_\_ Yes No

Are the locksets keyed alike throughout?  
Front Yes No  
Rear Yes No  
Storage Yes No  
Office Yes No  
\_\_\_\_\_ Yes No  
\_\_\_\_\_ Yes No

Is the door and frame satisfactory?

Front Yes No  
Rear Yes No  
Storage Yes No  
Office Yes No  
\_\_\_\_\_ Yes No  
\_\_\_\_\_ Yes No

Is an auxiliary lock installed?

Front Yes No  
Rear Yes No  
Storage Yes No  
Office Yes No  
\_\_\_\_\_ Yes No  
\_\_\_\_\_ Yes No

✓ Never open your door to a stranger after hours. Use a peephole or a side window to identify visitors.

Comments: \_\_\_\_\_

\_\_\_\_\_

Recommendations:

Front: \_\_\_\_\_

\_\_\_\_\_

Rear: \_\_\_\_\_

\_\_\_\_\_

Storage: \_\_\_\_\_

\_\_\_\_\_

Office: \_\_\_\_\_

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Other: \_\_\_\_\_

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## General

Are you as careful about locking desks as you are doors?  
Yes No

Are computers securely mounted?  
Yes No

Are all office doors secure?  
Yes No

✓ Check your windows for cracks and flaws regularly and keep them locked even when they are shut.

Comments: \_\_\_\_\_

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Recommendations:

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\_\_\_\_\_  
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## Exterior

Is landscaping trimmed for visibility?  
Yes No

Is lighting adequate?  
Yes No

Are garage windows and doors secured?  
Yes No

✓ Install bright lights with motion detectors around the perimeter of your business.

Comments: \_\_\_\_\_

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Recommendations:

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