

Management Consideration (continued)

- Does the contract include liability/disclaimer clauses? yes no
- Are security guards supervised? yes no
- Are guards armed? yes no
- Are guards trained? yes no
- Are employees notified of crimes or incidents? yes no
- Are records of complaints or incidents maintained? yes no
- Act on upon? yes no
- Does the company have an evacuation plan? yes no
- Is it posted in a conspicuous location? yes no
- Are safety issues addressed immediately? yes no
- Is a record or log kept of safety repairs? yes no
- Are training programs provided around safety? yes no
- Do you notify employees of changes in the level of security? yes no

Physical Security (outside)

- Is the property fenced? yes no
- Is the property posted? yes no
- Does the outside of the building have lighting? yes no

Physical security (outside continued)

- Is the lighting adequate? yes no
- Is it enclosed in vandal proof housing? yes no
- Do entrances have adequate lighting? yes no
- Do the parking lots have adequate lighting? yes no
- Is the lighting checked and maintained on a regular basis? yes no
- Are shrubs and foliage trimmed away from lighting sources? yes no
Trimmed away from entrances? yes no
- Do shrubs provide hiding places? yes no
- Does the parking lot provide total visibility? yes no
- Is the parking lot fenced? yes no
- Is the parking area patrolled? yes no
- Is there a CCTV system in the parking lot? yes no
- Are outside entrances monitored by CCTV? yes no
- Are outside portals equipped with automatic door closers? yes no
- Are locks and lock plates secure and adequate? yes no
- Are hinge pins on outer doors protected? yes no
- Are basement doors/windows protected against forced entry? yes no
- Is the roof accessible? yes no
- Is the building accessible by the roof? yes no

Physical Security (outside continued)

- Are accessible windows protected with safety devices? yes no
- Do they allow for emergency egress? yes no
- Is the building accessible to anyone who wants to enter? yes no
- Comments: _____

Physical Security (interior)

- Is the building equipped with an alarm system? yes no
- Is it maintained and working? yes no
- Is entrance and egress gained through one door? yes no
- Does the building have an access control system? yes no
- Is general access restricted to the lobby/entrance? yes no
- Is the lobby protected with a CCTV unit? yes no
- Is activity on the CCTV recorded? yes no
- Is there a visitor “sign in” policy? yes no
- Is the receptionist protected? yes no
- Can he/she sound an alarm or call for help? yes no
- Do hallways, stairways, elevators, and common areas have adequate lighting? yes no

Disclaimer

The purpose of this assessment form is to provide the client with a guide by which they can examine, and/or, address potential security and safety needs. This form is not intended to be, nor should it be misinterpreted as, legal advise. Further, the information provided by the use of this form is only pertinent to the day on which the assessment was performed. Actions taken by the client, or variables beyond the control of **STANDA, Inc. or it's Associates**, may alter the current level of safety and/or security.

The above assessment was performed this ____ day of _____
in the year _____.

(Signature)

(Title)