Building Security Checklist

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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