Security Assessment Walk Sheet

Take this sheet on a daylight lap and an after-dark lap; note anything needing work.

Property _____ **Address** _____

Walked by _____ **Date** _____

Daylight or after dark _____

Perimeter and lighting

- ☐ Fence line walked end to end; breaks, bent posts and gaps marked
- ☐ Each gate tried: chain, padlock, hinges, closes fully
- ☐ Nothing stacked near a fence or wall that could be climbed
- ☐ Shrubs and trees trimmed clear of doors and windows
- ☐ All outdoor fixtures checked after sunset; dead lamps listed
- ☐ Dark stretches drawn on the site sketch

Doors and entrances

- ☐ Every entrance numbered, including roll-up doors and roof hatches
- ☐ Exterior doors shut and lock without an extra push
- ☐ No wedges, tape or rocks propping doors
- ☐ Key, fob and gate code holders listed; list date noted
- ☐ Fobs and codes for people who left, and past vendors, switched off
- ☐ Visitor and driver check-in point identified
- ☐ Front desk or lobby staffing during open hours noted

Cameras and parking

- ☐ Each camera's live view checked against what it should cover
- ☐ Blind spots at the gate, trailer row and rear wall marked
- ☐ Views blocked by stock, signs or branches noted
- ☐ Recording working; staff member who can pull footage named
- ☐ Hours when views are watched live (if any) written down
- ☐ Parking lit; abandoned or after-closing vehicles noted
- ☐ After-hours vehicle entry points checked

After hours and past incidents

- [ ] Recent break-ins, theft and vandalism listed with rough dates
- [ ] Alarm activations: zones, times and how often
- [ ] Signs of after-closing visitors: litter, bedding, graffiti, cut locks
- [ ] People who belong on site after hours listed
- [ ] Quiet windows noted: weekends, holidays, gaps between shifts
- [ ] Trouble at neighboring properties noted

Police and fire access

- [ ] Street number and main entrance readable from the road at night
- [ ] Gate code or key box ready for emergency crews
- [ ] Fire alarm panel and sprinkler riser locations known to staff
- [ ] Call list current: first, second and third contacts
- [ ] Alarm calls reach someone who can act overnight
- [ ] Fire lanes, hydrants and riser rooms clear

Sorting the findings

- [ ] Fixes we can make ourselves listed
- [ ] Problems that need a person on site listed
- [ ] Areas that need attention only at certain hours listed

Notes