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OFFICE SECURITY CHECKLIST

1. Do you restrict office keys to those who actually need them?
2. Do you keep complete, up-to-date records of the disposition of all office keys?
3. Do you have adequate procedures for collection keys from terminated employees?
4. Do you secure all typewriters, computers, copiers, etc. with maximum security locks?
5. Do you restrict duplication of office keys except for those specifically ordered by you in writing?
6. Do you require that all keys be marked "Do not duplicate" to prevent legitimate locksmiths from making copies without your knowledge?
7. Have you established a rule that keys must not be left unguarded on desks or cabinets, and enforced it?
8. Do you have procedures which prevent unauthorized personnel from reporting a "lost key" and receiving a "replacement"?
9. Do you require that all filing cabinet keys be removed from locks and placed in a secure location after opening cabinets in the morning?
10. Do you routinely obliterate numbers on all keys to prevent unauthorized duplication?
11. Do you have some responsible person in charge of issuing all keys?
12. Are all keys systematically stored in a secured wall cabinet of either your own design or from a commercial key control system?
13. Do you keep a record showing issuance and return of every key, including name, date and time?
14. Are telephone locks used to prevent unauthorized calls when the office is unattended?
15. Do you provide at least one lockable drawer in every office worker's desk to protect purses and other personal effects?
16. Do you have at least one filing cabinet secured with an auxiliary locking bar so keep business secrets better protected?
17. Do you leave a night light on?
18. Do you record all equipment serial numbers and file them in a safe place to maintain correct identification in the event of theft or fire?
19. Do you shred all important papers before discarding in wastebasket?
20. Do you lock briefcases containing important papers in closets or lockers when not in use?
21. Do you insist on identification from repairmen who come to do work in your office?
22. Do you deposit incoming checks and cash each day so you do not keep large sums in the office overnight?
23. Do you clear all desks of important papers every night and place them in locked, fireproof safes and cabinets.
24. Do you frequently change the combination of your safe to prevent anyone from memorizing it or passing it on to a confederate?
25. When working alone in the office at night, do you set the front door lock to prevent anyone else from getting in?
26. Do you have the police and fire department's telephone numbers posted/handy?
27. Do you check to see that no one remains in hiding behind you at night if you are the last to leave the office (especially in the restrooms)?
28. Are all windows, transoms, and ventilations properly protected?
29. Do you double-check to see that all windows and doors are securely locked before you leave?
30. Are all doors leading to the office secured by heavy-duty, double-cylinder deadbolt locks?
31. If your office is equipped with a burglar alarm system or protected by a guard service, do you make sure the alarm equipment is set properly each night?
32. If you employ a guard or watchman, do you check his watchbook tape or dial every morning to be certain he is doing his job properly?
33. Do you have a periodic review made by a qualified security expert or locksmith?