

## SECURITY CHECKLIST

1. Do you restrict keys to those who actually need them?
2. Do you keep complete, up-to-date records of the disposition of all keys?
3. Do you have procedures for collecting keys from employees who are leaving the company?
4. Do you secure typewriters, adding machines, calculators, photocopiers, etc., with security locks?
5. Do you restrict duplication of keys, except for those specifically approved in writing?
6. Do you require that all keys be marked "Do not duplicate," to prevent legitimate locksmiths from making copies?
7. Have you established a rule that keys must not be left unguarded on desks or cabinets--and is the rule enforced?
8. Do you require that filing cabinet keys be removed from locks and placed in a secure location after opening of cabinets in the morning?
9. Do you have procedures to control personnel reporting a "lost key" and receiving a "replacement"?
10. Do you obliterate numbers on keys to prevent unauthorized duplication?
11. Do you have a designated office or person in charge of issuing all keys?
12. Are all keys systematically stored in a secured location?
13. Do you keep records showing issuance and return of every key including name of person, date and time?
14. Do you use telephone locks to prevent unauthorized calls when the office is unattended?
15. Do you provide at least one lockable drawer in every secretary'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 that you can keep valuable files under better protection?
17. Do you record all equipment serial numbers and file them in a safe place to maintain

correct identification in the event of theft or destruction by fire?

18. Do you insist on identification from repairmen who work in your office?
19. Do you deposit incoming checks and cash each day so that you do not keep large sums in the office overnight?
20. Do you clear all desks of important papers every night and place them in locked fireproof safes or cabinets?
21. Do you frequently change the combination of your safe to prevent anyone from memorizing it or passing it to a confederate?
22. When working alone in an office, do you set the front door lock to prevent anyone else from getting in?
23. Do you have the police and fire department telephone numbers posted and handy?
24. Do you check to see that no one remains in hiding behind you at night if you are the last to leave the office?
25. Are all windows, transoms, and ventilators properly protected?
26. Do you double check to see that all windows and doors are securely locked before you leave?
27. Are all doors leading to the office secured by heavy duty, double cylinder deadbolt locks?
28. 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?
29. If you employ a guard or watchman, do you check his watchclock tape or dial every morning to be certain he is doing his job properly?
30. Do you have a periodic security review made by a qualified security expert or locksmith?