

TOWN OF ATLANTIC BEACH BUILDING SECURITY SURVEY

This is a guide to check the security measures for town owned buildings, grounds and equipment. Please indicate areas where action can be taken to improve the security thus reducing the liability of loss or theft. These are just some steps that can be taken and should other areas pose a problem not on this list, please note the problem with an attachment.

EXTERIOR DOORS:

All doors are locked at night and everytime workers leave- even if it's just for a few minutes.

Doors are solid hardwood or metal-clad.

If there are glass panels in or near doors, they are reinforced in some way so that they cannot be shattered or used as entry ports.

All entryways have a working, keyed entry lock and sturdy deadbolt lock installed into the frame of the door.

Spare keys are not placed for use by anyone.

Overhead garage doors have locks so that automatic openers are not solely relied upon as a security device.

Garage doors are all locked when leaving the building.

Every window has a working key lock or is securely pinned.

Windows are always locked, even when they are opened a few inches for ventilation.

Is there some kind of control over who enters and leaves the building?

Are walkways, entrances, parking areas, hallways, stairways, laundry rooms, and storage areas well lighted, 24 hours a day?

Are fire stairs locked from the stairwell side above the ground floor, so you can exit but no one can enter?

Are things well-maintained- are burnt-out lights fixed properly, trash removed, etc?

Is there a good method for key control for all doors and locks?

OUTDOOR SECURITY:

Shrubs and bushes are trimmed so there is no place for someone to hide.

There are no dark areas around the buildings or yards at nights that would hide prowlers.

Every outside door has a bright, working light to illuminate visitors or prowlers.

Floodlights are used appropriately to ensure effective illumination.

Outdoor lights are on in the evening- either all the time or using photocell or motion-sensitive lighting.