San Francisco
PRIVATE SECURITY

PRINTABLE CHECKLIST

Site security assessment checklist

Walk once in daylight and once after dark, ticking lines and noting fixes.

Property _____ **Address** _____

Walked by _____ **Date** _____

Daylight or night walk _____

Perimeter and lighting

- ☐ Fence lines and gates checked for gaps, bent panels and cut wire
- ☐ Gates swing shut and latch on their own
- ☐ No dumpsters, pallets, ladders or bins left against walls or low roofs
- ☐ Hedges and planters too low to hide someone crouching
- ☐ Every exterior light working; timers set for the season
- ☐ Dark patches shaded on a site sketch
- ☐ Alleys and light wells: who can reach them noted

Entrances and access control

- ☐ Every way in counted: lobby, garage, loading, roof hatch, fire exits
- ☐ Front entry: tailgating watched for during a busy hour
- ☐ Fob and card readers working; former occupants switched off
- ☐ Fire exits shut and latched, no wedges or props
- ☐ Loading and service doors relocked after use
- ☐ Package and mail rooms locked and visible from a staffed spot
- ☐ Master key holders listed and the list checked

Cameras and parking

- ☐ Each camera aimed at its spot and clear after dark
- ☐ Recorder actually recording on every camera
- ☐ Blind spots noted: garage corners, stairwell doors, far end of the lot
- ☐ System viewable from offsite
- ☐ Garage gate open time after a car passes
- ☐ Glass on the ground or signs of car prowling noted
- ☐ Bike rooms and storage cages locked and on camera

After hours and past incidents

- [ ] Who is inside overnight: residents, staff, cleaners or nobody
- [ ] Last tenant out, cleaner and contractor hours, first delivery
- [ ] People sheltering in doorways, stairwells or the garage
- [ ] Break-ins, car prowls, package theft and vandalism listed with dates
- [ ] Graffiti or damage found in the morning
- [ ] Repeat tenant complaints

Reaching police and fire

- [ ] Street number readable from the curb, day and night
- [ ] Emergency contacts current, with an after-hours number
- [ ] Gate codes, lockbox and keys arranged for the fire department
- [ ] Fire panel location known to on-site staff
- [ ] Alarm company details and call order written down

Top three concerns

- [ ] First concern circled and described
- [ ] Second concern circled and described
- [ ] Third concern circled and described

Notes