

Church Security Alliance FACILITY CHECKLIST

Windows	Yes	No	N/A	Notes
Note: All windows should be secured no matter how small or remoter they are				
Are basement windows clear of shrubbery and other obstructions?				
Are basement and grade level windows protected by:				
Bars?				
Wire mesh?				
Window locks?				
Wire mesh?				
Plexiglas?				
Lexan?				
Other? (Explain)				
Are stained glass windows protected by:				
Bars?				
Wire mesh?				
Window locks?				
Wire mesh?				
Plexiglas?				
Lexan?				
Other? (Explain)				
Are all windows, including those above ground level:				
Property fitted with a locking device?				
Checked each night to make sure each window is closed and securely locked?				

Lights	Yes	No	N/A	Notes
Are exterior lights installed to illuminate the exterior of buildings and their alley ways?				
Are interior lights left on at night?				
Are entrance lights left burning at night so intruders will be clearly visible when forcibly attempting to enter premises?				
Are lights left burning in strategic locations to allow people passing by and/or police to see easily into the premises from foot or vehicle?				
Are timing devices used to turn lights on and off at preset times to give the impression the premises are occupied?				
Locks/Doors	Yes	No	N/A	Notes
Are all exterior doors equipped with proper locks?				
Are exterior doors of solid core construction?				
Are hinges, which are exposed on a door's exterior, equipped with non-removable hinge pins?				
Are doors to adjoining buildings locked at night?				
Are all exterior doors kept locked to prevent entry?				
Is there a routine check each night to make sure all doors are locked?				
Intrusion Devices	Yes	No	N/A	Notes
Do you have a security alarm system?				
If you have a system, is it approved by Underwriters Laboratories, Inc.?				
Was it properly installed by licensed workers?				
Is your security alarm system checked regularly?				
Does the system cover your hazardous points fully?				
Is your alarm system:				
Connected to a central alarm station?				
Connected to an automatic dialing attachment?				

Connected to an automatic dialing attachment?				
Local alarms?				
Closed Circuit TV System	Yes	No	N/A	Notes
Do you have a security camera system?				
Does the system record for 7 days or more? Tape or Digital Recorder				
Does the CCTV have motion detection?				
Does the motion detection tie into the alarm system?				
Does the camera placement cover all entry/exit points, children's area, sanctuary				
Does the system cover the parking lot? If yes, are low light cameras required?				
Can your system print photos or make videos of critical incidents?				
Fire Suppression	Yes	No	N/A	Notes
Are all fire extinguishers in a accessible position?				
Are all fire extinguishers tested and in date?				
Is there a sprinkler system?				
Has it been tested recently?				
Is emergency lighting in place and tested?				
Are smoke detection devices in place and tested every month?				
Are all fire exits properly marked?				
Children's Area Security	Yes	No	N/A	Notes
Does the children's area have a restricted entry point?				
Are there windows in all children's classroom doors or half doors?				
Is the diaper changing area is a secure location?				
Are there restroom facilities in the children's area?				
Does the doors for the storage area lock to keep toddlers out?				

General Security Measures	Yes	No	N/A	Notes
Do you maintain a written or photographic inventory of all valuables and records on the premises?				
Are personnel assigned to check exits, entrances, and windows to make sure they are secure before leaving each night?				
Are sacred objects, vessels, and other valuables kept in a safe, vault or locked cabinet when not being used?				
When employees with access to keys or safe combinations terminate their employment, are locks and/or combinations changed.				
Do you have a security guard?				
Did you investigate this guard before hiring him/her?				
Are ladders, boxes and other equipment put away after use so that they are not left for use by anyone intent on criminal behavior?				
Are premises used in the evening for meetings and other activities? (Evening activities generally reduce the possibility of burglary/theft.)				
Have you arranged for a regular police patrol or a security force check at night?				
Are the premises available for use 24-hours-a-day?				
Entire building?				
Partial section of building? (Explain)				
If a section of the building is open for use 24-hours-a-day, is movement from this section to other sections of the building restricted?				
Describe security measures taken if answer to above is yes				
Completed By _____ Date _____				