

Business Security Checklist

By Jake R Brady

- Physical Security
 - All door locks are operational.
 - All windows have functional locks on them.
 - Any badge or keyless entry system is working properly at all times.
 - All internal locks and protective devices are operational.
 - All fire extinguishers are inspected and charged.
 - Fire and smoke detection systems are tested at least once a month.
 - All exit signs are properly lit.
 - Prevent emergency exits from being blocked.
 - The fire evacuation route is posted at various points throughout the building.
 - There is adequate lighting at all entrances.
 - There is adequate lighting throughout the facility grounds.
- Monitoring
 - Check all surveillance cameras to make sure they are operating properly.
 - Surveillance data is being recorded and stored properly.
 - Surveillance footage is archived at least once a month.
 - Archived surveillance footage is stored offsite.
 - The reception desk is requiring all guests to sign in to the building.
 - All guests and visitors coming into the building are visible from the inside.
- Computer Security
 - All firewall and computer security software is updated.
 - Active data archives are kept online.
 - Offline archives are kept off-site.
 - Important computer passwords are changed at least once a month.
 - Keep track of who is given access to the passwords.
 - Assign an information security officer to be responsible for the proper implementation of computer security policies.