



## Security Audit Checklist

The Vancouver Police Department is committed to public safety and crime prevention. Please find these tips for business owners in an effort to help prevent Commercial Break & Enter offences in your area. For more information, please refer to [GeoDash.vpd.ca](http://GeoDash.vpd.ca) to view crime maps and a more detailed illustration of crime trends in your area and throughout Vancouver.

This checklist is to be used as a guideline of considerations to perform a security audit of your business location and to help prevent theft and after hours break-ins.

- Remove all merchandise displayed near the window and in your store during non-business hours.
- Ensure employee and storage areas are secure at all times.
- Print and display signs advertising your security methods, including real or implied surveillance, and fines imposed for criminal behaviour. For signage suggestions, please contact us.
- Check all doors and windows, including ceiling and/or rooftop entrances, to ensure they close and lock securely. Consider posting "Alarm Activated When Open" signs on underused or out of sight doors.
- Entrances should have a deadbolt with a minimum one-inch bolt and a saw-resistant insert.
- Check and replace light bulbs to ensure all entrances have proper overnight lighting.
- Do not prop open unattended doors or windows.
- Log It! – Record property on a paper or electronic spreadsheet. Make sure to include at least the following information for each item:
  - Serial number
  - Make & model
  - Colour
  - Any identifying or unique marks
  - Photographs
- Ensure your alarm company has an up-to-date emergency contact list.
- If possible, install a security camera.
- Test video surveillance and recording equipment to ensure good quality images and the actual areas/view being captured. Adjust if necessary.

- ❑ Ensure on-duty staff know how to operate the video surveillance recording equipment, including how to download a copy of video for the police.
- ❑ At closing, cover back displays and showcases with either a dark cloth or sheet or one that is of a similar colour to the interior of your business.
- ❑ Display an empty cash register tray at the door, if that is an option.
- ❑ Check to make sure bathrooms, change rooms, and similar self-containing areas are empty when you leave at night.
- ❑ Apply or install glass protection for store windows and doors, such as polycarbonate sheets, bars, or roll-down covers.
- ❑ Invest in an alarm system and/or CCTV system if one is not already in use.

If your business is closed temporarily, designate someone to collect the mail, sweep and remove litter in recessed entrance ways, and remove dirt or soiling on windows and ledges. A space that is tidy suggests someone is watching over and caring for your business in your absence. Try to be there to accept any deliveries, or arrange to have any outstanding orders delivered to a different address.

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The Strathcona BIA Patrol team is operating 24/7 in the district and keeping a close eye on businesses that have closed. They are trained to spot and report suspicious behaviour. They can be reached at **604-789-4143**.

Please email [info@strathconabia.com](mailto:info@strathconabia.com) to advise the SBIA of your business closure or adjusted hours. You are welcome to send us your emergency contact information (a cellphone number) so we may reach you if something happens to your business or property.

Stay vigilant and remember to connect and support each other. By working together we will help keep our communities safer.