



Theft and vandalism checklist

1. Make sure all buildings are securely locked when unattended, security lighting is maintained and all employees know to watch out for anything unusual when passing.
2. Have locks on all external doors been checked to ensure they are effective, provide protection and are suitable for your property? All external doors should be solid core or metal plate, a much better barrier than a hollow core door.
3. Are there window locks or stops on all windows that open? Sliding windows can be made more secure by installing self-tapping screws above the sliding panels to prevent them from being lifted from their tracks. Consider the use of metal (preferably steel) screens inside windows of buildings prone to attack by thieves. Reduce vision into a building with blinds on windows.
4. Office security - all employees need to be conscious of the ease with which items can be stolen from offices. Laptops can be secured to desks using a computer cable and should be stored in a locked room, especially over weekends and holidays. Do not have laptops and other valuable equipment close to windows - an easy target for thieves. Keys should not be left in rooms. Ensure that the ability for security alarm sensors to pick up movement is not hindered in any way. When locking up, check that all windows and doors are securely locked.
5. Personal property such as wallets and purses are not covered by LCA Insurance Fund policies so should not be left in offices. Store these in a locker or lockable cupboard.



6. Does the organisation have a procedure for handling keys? Issue keys only to those who need them (especially master keys). Make sure keys do not have identification on them. Keep a Key Register of people who have keys for recovery when necessary. Keys should be collected at the end of the year and balanced with your key register.

7. Is security lighting installed and does it have a time switch to automatically switch on lights? Movement detectors cut power bills and can deter intruders.

8. Sheds are a favourite target for thieves as they house goods that are easily saleable. Shed windows should be fitted with mesh screens on the inside and doors must have good quality locks. Security lighting and burglar alarms should be extended to include maintenance sheds, where possible.

9. Engrave all valuable items, including electronic equipment with your organisation name. Engraved items are generally avoided by thieves as they are difficult to sell.

10. Are all lead light, glass and stained glass windows protected by a mesh grille or clear plastic/perspex screens?

11. How do you secure any money, communion silver or similar valuables left on premises? Avoid leaving money on premises overnight. Consider a bank night safe or other secure repository. Install signs on entry doors stating no cash kept on premises.



12. Alarm systems are a powerful deterrent to most thieves. An intruder alarm system should be extended to all buildings, but in the first instance to areas containing items that are attractive to thieves. The file server is a particularly valuable item and represents a major target for thieves. It is desirable to have the file server in a lockable, internal room or have a strong mesh cage around it, fixed to the building. Fit signs on all buildings to indicate the presence of an alarm system.