

## GENERAL RECOMMENDATIONS

### A. GROUNDS:

1. Maintain proper height of shrubs to allow maximum visibility.
2. Ladders/tools should be inaccessible to prevent assisting a burglar.

### B. LIGHTING:

1. Erect lights to adequately illuminate outside area.

### C. DOORS:

1. Consider installing an appropriate alarm system.
2. Consider installing a door of solid wood or metal construction with or without windows.
3. Reinforce door frame to prevent forced entry.
4. Install a deadbolt lock with a 1½ inch throwbolt, slip ring, harden bolts. Be sure hardware conforms to Life Safety Codes
5. Use screws of at least 2½" in length when installing a strike plate.
6. Spot weld or pin hinge to prevent removal.
7. Install a wide angle door viewer and/or voice intercommunications device.
8. Pin, dowel, or purchase commercial key operated locks.
9. Install a keyless deadbolt lock or heavy duty slide cane bolt.
10. Door should be closed at all times.
11. Install electric door opener, or install padlock in slide track.

### D. WINDOWS:

1. Place polycarbon window or use grate over the glass presently installed.

### E. OUTBUILDING:

1. Secure with a case hardened steel hasp/lock (with heel and toe) chain.

### F. ROBBERY PROTECTION:

1. All employees should have sufficient crime prevention training to reduce losses.

### G. DISPLAYS:

1. Arrange displays/signs to allow for proper visibility.

### H. KEY CONTROL:

1. A minimum number of persons should possess or have access to keys.
2. Spare keys should be kept in a secured cabinet or vault.

### I. MISCELLANEOUS:

1. Consider starting a Business Watch Association to heighten power of observation and encourage mutual assistance and concern among neighboring businesses and police.
2. Consider installing a smoke detector. Develop a fire escape plan.