

FREE SCORECARD

# Commercial Security Self-Assessment

20 checks across perimeter, access control, video and response — score your building in 15 minutes and see which gap to close first.

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## How to score

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Walk the building with this sheet. Tick a check only if it is true today, not planned. One point per tick, 20 possible. Sections are ordered from outside in; most buildings score well on video and poorly on access-credential hygiene and response.

## The 20 checks

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### Perimeter and entry

- ☐ Every exterior door is either locked, monitored or staffed during business hours
- ☐ Visitors cannot reach occupied areas without passing a controlled point
- ☐ Deliveries and contractors follow a documented check-in process
- ☐ Parking areas and walkways are lit to a consistent level after dark
- ☐ Fence lines, loading docks and roof access are covered by a camera or sensor

### Access control

- ☐ Former employees and contractors lose access the same day they leave
- ☐ Credentials are individual (no shared codes or shared badge)
- ☐ Door-held-open and forced-door events generate an alert someone acts on
- ☐ Server rooms, records rooms and cash-handling areas are on a stricter access tier
- ☐ Access logs are retained and reviewed at least monthly

### Video

- ☐ Camera coverage exists for every entrance, exit, cash point and high-value area
- ☐ Footage is retained long enough to cover your typical incident-reporting delay (usually 30–90 days)
- ☐ Someone can pull a clip for a given time and location in under 15 minutes
- ☐ Cameras are checked for outages and obstructed views at least monthly
- ☐ Recording, retention and signage comply with your state's video and privacy rules

## Response and people

- ☐ A written incident-response plan exists and staff know their role in it
- ☐ Panic or duress alerting exists at reception and cash points
- ☐ Alarm signals go to a monitored destination, not only a local siren
- ☐ Emergency lockdown or evacuation can be triggered from more than one place
- ☐ Security drills or tabletop reviews happen at least annually

## Your score

| Score | What it means                | First move                                                     |
|-------|------------------------------|----------------------------------------------------------------|
| 17–20 | Well-controlled site         | Consolidate onto one platform; add analytics                   |
| 12–16 | Solid coverage, weak process | Fix credential offboarding and alarm routing first             |
| 7–11  | Reactive                     | Entryway access control + camera coverage of all entrances     |
| 0–6   | Unmanaged                    | Start with a site survey — the Coverage Planner in this series |

## Where the gaps usually are

**Credentials.** The most common failure is not hardware — it is a badge or door code that still works for someone who left. Cloud access control fixes this in one click per person. **Alarm routing.** A local siren nobody hears is not a response. **Retention.** Incidents are often reported 2–6 weeks after they happen; 7-day retention loses the evidence.

### Ready to spec the fix?

Each Security Spec & Sourcing Package (\$497) gives you a complete equipment spec, placement plan and vendor-ready RFP for one use case — entryway, parking, warehouse, school, retail, healthcare and more.

Browse them at [highqualitycommercialsolutions.com/shop](https://highqualitycommercialsolutions.com/shop)

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