Security Needs Assessment

Complete a consistent property-wide assessment before comparing any vendor.

- [ ] Company / property: _____
- [ ] Location and state: _____
- [ ] Site manager and date: _____
- [ ] Service hours and high-risk periods: _____
- [ ] Primary people and property to protect: _____
- [ ] Prior 12-month incidents and losses documented?
- [ ] Recent trespass, theft, conflict and safety trends reviewed?
- [ ] Known blind spots and vulnerable time windows identified?
- [ ] Emergency contacts and decision-makers recorded?

Notes / observations:

Core Controls & Access

Rate each question YES, NO or N/A and record evidence and follow-up actions.

- [ ] All public, staff and emergency entrances inventoried?
- [ ] Visitor and contractor authorization rules documented?
- [ ] Keys, cards, passes and expiration procedures controlled?
- [ ] Locks, gates, alarm sensors, cameras and lighting adequate?
- [ ] Emergency access, exits and evacuation routes unobstructed?
- [ ] Security incident and daily activity reporting defined?
- [ ] Police, EMS, fire and supervisory escalation procedures clear?
- [ ] Separate posts and relief coverage counted correctly?
- [ ] Written security post orders ready for review?

Notes / observations:

Hotels, Retail & Commercial Offices

Compare entry control, guest interactions, customer service and incident risk.

- [ ] HOTELS: Are lobby and parking risks reviewed for nighttime shifts?
- [ ] HOTELS: Are privacy, guest conflicts and disruptive behavior addressed?
- [ ] RETAIL: Are opening, closing and cash-transfer routines reviewed?
- [ ] RETAIL: Are safe observation, documentation and police calls defined?
- [ ] OFFICES: Are tenants, contractors and delivery entries controlled?
- [ ] OFFICES: Are after-hours access permissions maintained?
- [ ] ALL: Do staff have de-escalation and customer-service protocols?
- [ ] ALL: Would one assigned officer have incompatible duties?

Notes / observations:

Warehouses, Industrial & Construction

Account for perimeters, valuable equipment, truck movements and shift changes.

- [ ] WAREHOUSE: Are truck gates, dock areas and visitor lanes monitored?
- [ ] WAREHOUSE: Are trailer, delivery and yard security needs defined?
- [ ] WAREHOUSE: Are patrols and shift handoffs documented?
- [ ] CONSTRUCTION: Are tools, copper, fuel and equipment protected?
- [ ] CONSTRUCTION: Are temporary gates and fences inspected?
- [ ] CONSTRUCTION: Are overnight/vacant-area risks assessed?
- [ ] ALL: Is lone-officer safety and backup communication planned?
- [ ] ALL: Is gate coverage separate from required mobile patrols?

Notes / observations:

HOAs, Healthcare & Data Centers

Review sensitive interactions, visitor authorization, privacy and critical access.

- [ ] HOA: Are gatehouse rules and guest approvals consistent?
- [ ] HOA: Are common areas, amenities and parking risks evaluated?
- [ ] HEALTHCARE: Are patient and visitor dignity protected?
- [ ] HEALTHCARE: Is clinical handoff of behavioral incidents clear?
- [ ] DATA CENTER: Are badge controls and visitor escort roles defined?
- [ ] DATA CENTER: Are emergency contractor access exceptions approved?
- [ ] ALL: Are special credentials and assignment training identified?
- [ ] ALL: Can an officer escalate without exceeding assigned authority?

Notes / observations:

Events & Fire Watch

Separate temporary security plans and authority-approved fire-watch needs.

- [ ] EVENTS: Are entry, egress, attendance and peak crowd loads mapped?
- [ ] EVENTS: Are restricted areas, credential classes and posts mapped?
- [ ] EVENTS: Are radio communications and weather plans established?
- [ ] EVENTS: Are police/fire/EMS interfaces and command roles clear?
- [ ] FIRE WATCH: Was the local fire authority consulted?
- [ ] FIRE WATCH: Were impairment locations and patrol intervals approved?
- [ ] FIRE WATCH: Are logs and emergency notification rules clear?
- [ ] ALL: Are duties, exclusions and start/end requirements written?

Notes / observations:

Contractor Due Diligence

Ask all providers for comparable scope, licensing, insurance and pricing evidence.

- [ ] Company and individual licenses verified for the actual work state?
- [ ] Insurance certificate reviewed for assignment-specific terms?
- [ ] Officer recruitment, screening and training documented?
- [ ] Site-specific orientation and post orders confirmed?
- [ ] Supervision, call-offs and relief coverage specified?
- [ ] Reports, client escalation and proof-of-service defined?
- [ ] Overtime, holiday, cancellation and emergency rates listed?
- [ ] Replacement procedures and quality-assurance review agreed?
- [ ] All claims verified rather than assumed from marketing?

Notes / observations:

Cost / Benefit Decision Worksheet

Use the accompanying Excel calculator to test real costs and assumptions.

- [ ] Total weekly hours and number of simultaneous posts: _____
- [ ] Current direct wage and employer burden: _____
- [ ] Annual leave, relief and training cost: _____
- [ ] Hiring, background, uniform and technology cost: _____
- [ ] Supervisor/administrator annual time cost: _____
- [ ] Comparable written contract hourly rate: _____
- [ ] Modeled direct-hire annual total: _____
- [ ] Modeled contract annual total: _____
- [ ] Service-quality and compliance differences: _____
- [ ] Decision owner, open questions and next review date: _____

Notes / observations: