

COMMERCIAL DOORS

1. Replace the hollow core door with a metal door or a door made of solid wood. Some existing hollow core doors can be reinforced with one-half inch plywood secured with carriage bolts.
2. Pin the door hinges or use nonremovable hinge pins.
3. Cover glass near door locks with expanded metal or replace with Lexan or Plexiglas material.
4. Install a single-cylinder deadbolt lock.
5. Install a double-cylinder deadbolt lock.
6. Install a reinforced strike plate, using a minimum of four 2 1/2 inch length screws.
7. Install a well secured steel latch guard.
8. Double doors should be locked by installing well secured metal sliding bolts at the top and bottom of the inactive door. See #4 or #5 and #6 for the active door.
9. Install a commercial sliding patio door lock that uses the movable bolt or pin design, or drill and pin, as explained.
10. Install a two-inch diameter metal bar on the interior side of the door, the cradle attached with carriage bolts through the wall, if possible.
11. Keys should be numbered and a log maintained to record to whom each key was issued.
12. Keys should be stamped "Do Not Duplicate" to inhibit unauthorized copying.
13. Locks should be rekeyed when the key control system has been significantly compromised.

COMMERCIAL WINDOWS

14. Install flathead or sheet metal screws in the top sliding track to prevent the window from being lifted out of its track.
15. Drill a hole in the window frame and insert removable double-headed nails or commercial pinning devices into the hole, as explained.
16. Remove the crank handle.
17. Use an epoxy glue to prevent removal of the glass panels (panes).
18. Use an "L" bracket and drop pin.

COMMERCIAL INTERIOR

19. Engrave valuable property with the firm's Tax ID number and itemize on a list.
20. Corporate property should be randomly inventoried and inspected to deter/detect misuse or theft.
21. Employees should be provided a safe place to keep their personal property.
22. Very expensive, portable display items should be kept away from store exits.
23. Merchandise on hand for rental purposes should be listed in a detailed inventory description. Requiring positive identification and credit card guarantees will deter thefts.
24. Interior lighting should be adequate to illuminate critical areas; such as, entry/exit points and alarm/circuit boxes.
25. A printed checklist should be used in the closing procedure to insure that something is not overlooked. This form should be signed and dated by the person completing it. Special attention should be paid to restrooms, storage rooms, outbuildings, and other areas where a person could hide until after closing.
26. Merchandise should be displayed, including keeping exterior windows clear, in a manner that maximizes the view inside the store to discourage shoplifting and robbery.
27. Bank deposits should be made by at least two employees, in a random and discreet manner.
28. Safes should be placed in well lighted areas that are visible to patrol officers and other outside vehicle and pedestrian traffic.
29. A safe on rollers or a lightweight safe should be immobilized.
30. Excess cash should be kept in a secure floor safe with managerial/daytime access only.

COMMERCIAL EXTERIOR

31. Lighting should be projected toward the building and should illuminate all sides.
32. All exterior lighting should operate on a photoelectric cell and inside light switches. Light fixtures should be out of reach or protected.
33. Outside fuse or circuit breaker boxes should be secured with a good lock.
34. Landscaping should be designed or trimmed to avoid concealing doorways and windows.
35. Parking lots should be well lit and provide good visibility.
36. Signs should be placed to remind employees/patrons to lock their vehicles and store valuables in the trunk.
37. Fencing used should be the see-through type to maximize visibility around the business.
38. Fence alarms should be considered if potential loss from the yard is excessively high.
39. Ladders and other materials which could be used as climbing aids should be stored inside or secured to prevent access to rooftops.
40. Outside items, such as garbage dumpsters, should be placed away from buildings so as not to provide concealment.
41. Valuable mobile equipment (trailers, etc.) should be immobilized.
42. Skylights, vents, ducts, and other such openings should be secured with heavy gauge wire mesh, using multiple extra-length screws or bolts.
43. There are numerous alarm systems available. Consider the recommended application, then be sure to obtain at least three estimates. Costs vary widely.
44. The Fire Code is expansive and specific. Generally speaking, it concerns itself with the type of structure and occupancy load. If questions arise after the consultation during the security inspection, telephone the Forest Grove Police at 359-3260.