



Commercial Property Security Checklist

A practical walk-through for owners, managers and strata teams.

Property: _____ Date: _____
Reviewed by: _____ Next review: _____

Tick one per item. Mark gaps for follow-up; use N/A where a system is not fitted.

Intrusion alarms

	Yes	Fix	N/A
Entry doors, loading doors and vulnerable windows are covered.	☐	☐	☐
Detection suits the space; storage and layout changes are reviewed.	☐	☐	☐
Authorised staff know how to arm, disarm and report a fault.	☐	☐	☐
Alarm events, tamper and power faults are tested with the provider.	☐	☐	☐

Video Surveillance

	Yes	Fix	N/A
Entrances, loading areas and key activity zones have useful views.	☐	☐	☐
Playback identifies people or vehicles where required, day and night.	☐	☐	☐
Recording works; retention meets your needs and privacy policy.	☐	☐	☐
Only authorised users have access; remote access is protected.	☐	☐	☐

Door access and keys

	Yes	Fix	N/A
Lost cards, former staff credentials and unused accounts are removed.	☐	☐	☐
Door schedules match opening hours, cleaners and deliveries.	☐	☐	☐
Doors close and latch; propped doors and faults are addressed.	☐	☐	☐
Exit routes remain usable; door changes receive qualified review.	☐	☐	☐

Repeat after staff changes, alterations, incidents or system faults.

SHERWOOD INTEGRATION CONTRACTING

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Intercoms and visitor entry

	Yes	Fix	N/A
Visitors can reach the right person during and after business hours.	☐	☐	☐
Audio, video (if fitted) and door release work reliably.	☐	☐	☐
Staff verify visitors before release; deliveries have a clear process.	☐	☐	☐
Visitor entry works without leaving a controlled door propped open.	☐	☐	☐

Monitoring and ongoing support

	Yes	Fix	N/A
Monitoring contacts and escalation instructions are current.	☐	☐	☐
Signal tests are arranged with the provider; missed tests are investigated.	☐	☐	☐
Communication faults and backup power are checked and resolved.	☐	☐	☐
A named person owns maintenance, incident records and follow-up.	☐	☐	☐

Your three priority actions

1. _____
2. _____
3. _____

Owner: _____ Target date: _____

Need help closing the gaps?

Sherwood can review your alarms, cameras, access, intercoms and monitoring.

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