The Construction Site Security Survey Checklist is designed as a tool to help conduct a crime risk assessment for construction businesses. It is intended to help identify internal and external crime risks at job-sites and the buildings associated with a construction business, and to make suggestions for improvement if needed. This form should be completed by a police officer and reviewed with the construction site contractor or manager. It should be retained by the construction company for their records. If you have questions or concerns please contact the Public Education Coordinator at 720-887-2084.



CRIME PREVENTION COORDINATOR		
<ul> <li>Has a crime prevention coordinator been designated?</li> <li>This should be someone that can serve as the direct liaison with the Police Department.</li> <li>This person should be someone with management level communication and multi-job site mobility, such as the Vice President for Operations, Safety Director or risk Manager.</li> <li>All construction site losses should be immediately reported to this individual.</li> </ul>	□ Yes	□ No
Has the company provided the names and contact information for responsible persons during non-business hours?	□ Yes	□ No
ASSETT AND PROPERTY IDENTIFICATION		
Are all assets on the construction site engraved or marked?  Suggestions:  Identification number  Corporate logo or spray paint of a distinct color displayed  Large equipment should be marked in two prominent places and one additional hidden place.	□ Yes	□ No
<ul> <li>Have all tools, equipment, and machinery been inventoried?</li> <li>This should include: Make, Model, Serial number, Owner applied Identification number, and Value of each item.</li> </ul>	□ Yes	□ No
Do all employees have their personal property engraved with their own unique identification number, such as their drivers license number?	□ Yes	□ No
Are there signs displayed that stated that all assets on the construction site have been marked and inventoried?	□ Yes	□ No
INVENTORY CONTROL		
Have procedures been established for checking material on and off the construction site?	□ Yes	□ No
<ul> <li>Is an employee assigned to maintain tight inventory control of all materials and tools delivered?</li> <li>Each invoice should be carefully checked for accuracy and shortages reported.</li> </ul>	□ Yes	□ No

INVENTORY CONTROL		
Are materials and equipment checked frequently?	□ Yes	□ No
<ul> <li>Has someone been assigned to supervise trash removal?</li> <li>Remove empty crates and cartons as soon as possible. This helps to eliminate the possibility of tools and equipment being hidden and carried off of the construction site.</li> </ul>	□ Yes	□ No
Are keys issued only to those that need them and a record maintained of those assigned?	□ Yes	□ No
Are all un-issued keys secured in a location with limited access?	□ Yes	□ No
Have all key control numbers been removed from the padlocks?	□ Yes	□ No
SITE SECURITY		
Have gates been kept to a minimum? How many?	□ Yes	□ No
Are gates closed and locked at night and during weekends?	□ Yes	□ No
Are drivers of unrecognized vehicles contacted and confirmed that they should be on the job-site?	□ Yes	□ No
Are there uniformed guards utilized to check vehicles entering and leaving the construction site?	☐ Yes	□ No
<ul> <li>Are there storage sheds or fenced areas provided for tools and equipment?</li> <li>Heavy equipment should be placed in front of storage shed doors to enhance security.</li> <li>Doors of storage containers facing toward the perimeter of the construction site so that they are easily observed.</li> </ul>	□ Yes	□ No
Are all vehicles locked and ignition keys removed?	□ Yes	□ No
Are all large equipment and other machinery disabled?  Remove spark plugs or batteries  Install a hidden cutout switch	□ Yes	□ No
Are metal shields utilized on equipment windows to reduce vandalism?	□ Yes	□ No
Are oil and gas caps locked?	□ Yes	□ No
When not in use is equipment parked in a line or circle so that smaller equipment is secured by larger equipment on the ends or perimeter?	☐ Yes	□ No
When not in use are blades and buckets of ground engaging equipment dropped to the ground to make it difficult to move?	□ Yes	□ No
Is equipment parked so that it is obvious if something is missing?  • Designated spots or marked areas	□ Yes	□ No
Are there GPS devices on large equipment?	□ Yes	□ No
Has all equipment obtained been re-keyed?	□ Yes	□ No

INTERNAL THEFT		
<ul> <li>Has a policy on employee theft been established and are employees aware of the policy?</li> <li>Prominently post the information.</li> <li>Enlist the support of employees. Explain the consequences associated with employee theft.</li> <li>Limit the hiring of subcontractors if possible.</li> <li>Screen and train workers in the recognition and reporting of criminal behavior.</li> </ul>	□ Yes	□ No
<ul> <li>Is there a tool check-in and check-out system?</li> <li>Record data on individuals responsible for specific tools. Include date, what was taken and by whom.</li> <li>Secure tools sheds at all times.</li> </ul>	□ Yes	□ No
<ul> <li>Is there a "hotline" within the company established for reporting crime and vandalism?</li> <li>Disseminate the "hotline" phone number to increase a potential offender's perception of being apprehended by providing an anonymous way for co-workers to report criminal behavior.</li> <li>Encourage the use of the "hotline" through incentives, such as cash rewards.</li> </ul>	□ Yes	□ No
LIGHTING		
<ul> <li>Is there adequate lighting on the construction site(s)?</li> <li>Lighting should be illuminated to a minimum consistent with applicable local regulations (contact the Building Department at 303-438-6370) and should be visible from the most heavily traveled road bordering the construction site.</li> <li>Direct lighting toward the construction site to eliminate glaring lights.</li> <li>Lights triggered by motion detection or passive infrared sensor are also recommended.</li> <li>Consider the following location for lights: Officer trailer, equipment storage trailer, material storage yard, equipment storage areas.</li> </ul>	□ Yes	□ No
Is someone assigned to check the lights to ensure that they are working properly?	□ Yes	□ No
ALARMS, FENCES, AND SECURITY COMPANIES		
<ul> <li>Is there an alarm system?</li> <li>Consider portable alarm systems that detect motion, activate lights and sound alarms. It is recommended that alarms sound locally at construction sites except for very isolated alarms.</li> <li>Consider an alarm that goes directly to a private security service that in turn notifies the Police Department.</li> </ul>	□ Yes	□ No

ALARMS, FENCES, AND SECURITY COMPANIES		
<ul> <li>Is the construction site enclosed by a fence?</li> <li>At a minimum the area around trailers and material storage should be enclosed.</li> <li>The fence line should be clear of shrubbery, equipment, or buildings to eliminate possible hiding places.</li> <li>There should be only one or two accesses or gates.</li> <li>Chain link fencing is recommended and allows surveillance by security patrol, police, and neighbors.</li> <li>Employees should either park their personal vehicles outside the construction fence or have a specifically designated parking area within the fence to minimize the theft of tools, material and equipment.</li> </ul>	□ Yes	□ No
<ul> <li>Is the fence inspected regularly?</li> <li>Make sure that there are no holes or weak spots.</li> <li>Check areas under the fence to ensure that offenders haven't gained entry underneath the fence.</li> </ul>	□ Yes	□ No
<ul> <li>Are "No Trespassing" signs displayed in a prominent place on the fencing or the perimeter of the construction site?</li> <li>The lettering should be easy to read and large enough to be seen from a distance.</li> </ul>	□ Yes	□ No
<ul> <li>Other considerations:</li> <li>Consider hiring a credible, bonded and insured security company either to maintain guard staff on-site or to make periodic patrols of the construction site. The advantage is that they can be given access to patrol inside the job-site as well as the perimeter. They can also be given the responsibility for checking lighting and alarm systems on the construction site, as well as the integrity of fencing on a regular basis.</li> <li>Guard dogs are usually not recommended on construction sites. A guard dog may not be able to differentiate between authorized or unauthorized persons. If a decision is made to utilize guard dogs they should be contained within a strictly off-limits area. If guard dogs are deployed, the Police Department should be advised so that they can safely responds into the construction site perimeter.</li> </ul>		
Additional comments or concerns:		

Officer assigned\_\_\_