

## Security Checklist

*North Taranaki Kindergarten Association*

	Yes	No
Alarm Systems checked, including back up batteries		
All door locks, bolts etc checked and in good working order		
Window catches able to be securely fastened		
Faulty or damaged doors and windows repaired		
Inventory taken of all equipment left on site before closing for summer break		
Items of value (eg audio equipment, television, computers, guitars etc placed in secure locations) ie. Covered or out of view of windows.		
Key register reviewed to ensure no more keys are on issues than are necessary		
Arrangements made for the up keep of the grounds during the term breaks (including shrubbery and hedges)		
All external portable equipment (including ladders, rubbish bins, cycle racks not fixed to the ground) moved inside the building		
Arrangements made with neighbours to report any suspicious activity		
Moveable play equipment moved inside, chained together and/or gate locked		
Arrangements made for periodical visits by Staff/committee over the term break		
Security lighting if installed fully operational		
All appliances unplugged at the wall		
Arrangements made to ensure premises are secure after use by other parties		
All cash removed from premises and banked		
All keys removed from premises		
Arrangements made for stopping/collection of mail during term breaks		

Completed by \_\_\_\_\_

Date \_\_\_\_\_