

Retail Security Checklist

10 Mar 2025	/ Audie Weber 1	II			Complete
Score	36 / 40 (90%)	Flagged items	4	Actions	3
Security Inspector Audie Weber II					
Location				Wilton Pl, Los	l A.Alonzo CDS, 1309 s Angeles, CA 90028, USA 0524, -118.3136097)
Inspection D	Date			1	0.03.2025 10:30 PST

Flagged items & Actions	4 flagged, 3 actions
Flagged items	4 flagged, 3 actions
Store Entry and Exit Security	
Are emergency exits clear and accessible?	No
Clutter around an emergency exit	
To do Assignee: Latte Norwich Priority: High Due: 21.03.2025 15:09 SafetyCulture Staff	5 PST Created by:
Remove clutter	
Hi Norwich, please clear the clutter around the emergency exit facing the p	oarking lot. Thanks
Employee and Customer Safety	
Is there a designated safety officer on duty?	No
The safety officer assigned today called in sick.	
Theft and Fraud Prevention	
Are high-value items secured or monitored?	No
Door knob is broken	
To do Assignee: Latte Norwich Priority: High Due: 10.03.2025 11:30 SafetyCulture Staff	OPST Created by:
Replace the door knob	
Hi Norwich, please replace the door knob in the finance room. Make sure t	o do so ASAP
Theft and Fraud Prevention	
Are customers monitored discreetly for potential shoplifting?	No
Nobody is in the CCTV Control Room	
To do Priority: High Due: 21.03.2025 11:00 PST Created by: SafetyC	Culture Staff
Man the CCTV control room	
Hi Norwich, please call someone from the security team to man the CCTV o	ontrol room.
Other actions	0 actions

Store Entry and Exit Security	1 flagged, 1 action, 3 / 4 (75%)
Are security cameras functioning and properly positioned?	Yes
Are entry and exit doors secured and monitored?	Yes
Is there a security guard or surveillance system in place?	Yes
Are emergency exits clear and accessible?	No
Clutter around an emergency exit	



Photo 1

To do | Assignee: Latte Norwich | Priority: High | Due: 21.03.2025 15:05 PST | Created by: SafetyCulture Staff

Remove clutter

Hi Norwich, please clear the clutter around the emergency exit facing the parking lot. Thanks

Inventory and Stockroom Security	4 / 4 (100%)
Is stockroom access limited to authorized personnel?	Yes
Are inventory logs updated and verified?	Yes
Are security measures in place to prevent stock theft?	Yes
Are high-value items stored securely?	Yes

Employee and Customer Safety	1 flagged, 3 / 4 (75%)
Are employees trained in emergency and security protocols?	Yes
Is there a designated safety officer on duty?	No
The safety officer assigned today called in sick.	
Is there a process for reporting security incidents?	Yes
Are customer safety measures in place (e.g., wet floor signs, fire exits)?	Yes

Theft and Fraud Prevention	2 flagged, 2 actions, 2 / 4 (50%)	
Are high-value items secured or monitored?	No	
Door knob is broken		
To do Assignee: Latte Norwich Priority: High Due: 10.03.2025 11:30 PST Created by: SafetyCulture Staff		
Replace the door knob		
Hi Norwich, please replace the door knob in the finance room. Make sure to do so ASAP		
Is the POS system protected from unauthorized access?	Yes	
Are suspicious activities monitored and reported?	Yes	
Are customers monitored discreetly for potential shoplifting?	No	
· ·	No	
shoplifting?		
shoplifting? Nobody is in the CCTV Control Room		

Emergency Preparedness	4 / 4 (100%)
Are emergency response plans in place?	Yes
Are fire extinguishers and emergency alarms functional?	Yes
Is there a contact list for emergency services?	Yes
Are employees trained on evacuation procedures?	Yes

Surveillance System and Alarm Monitoring	4 / 4 (100%)
Are all security cameras recording and covering critical areas?	Yes
Is the footage stored securely and reviewed regularly?	Yes
Are alarm systems functional and tested periodically?	Yes
Are motion detectors and access control systems working properly?	Yes

Cybersecurity and Data Protection	4 / 4 (100%)
Are all POS systems protected by strong passwords and encryption?	Yes
Are employee login credentials secured and updated regularly?	Yes
Is customer payment data protected according to compliance standards (PCI DSS)?	Yes
Is there a backup system in place for digital records?	Yes

Cash Handling and Safe Security	4 / 4 (100%)
Are cash registers monitored and secured?	Yes
Are drop safes used for large cash deposits?	Yes
Is the cash transport process documented and secured?	Yes
Are employees trained in robbery prevention and response?	Yes

Vendor and Delivery Security	4 / 4 (100%)
Are vendor deliveries verified and checked for discrepancies?	Yes
Are loading and unloading areas monitored by security?	Yes
Are third-party contractors required to sign in and out?	Yes
Is access to storage areas restricted during deliveries?	Yes

Parking Lot and Perimeter Security	4 / 4 (100%)
Are parking lot lights functional and sufficient for visibility?	Yes
Are security patrols conducted regularly?	Yes
Are security cameras installed and covering the parking area?	Yes
Are emergency call stations available and functional?	Yes

Sign-off

Completed By

Audie Weber II Audie Weber II

14.03.2025 15:38 PST

Designation

Operations Manager

Comments/Notes

Please see my attached notes. Retail Security Checklist Feedback.pdf

Reviewed By

Virgie Crist

Virgie Crist 14.03.2025 15:19 PST

Media summary

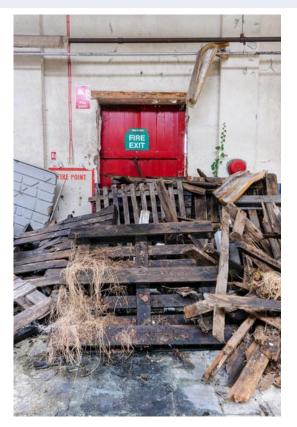


Photo 1

File summary

Retail Security Checklist Feedback.pdf