

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

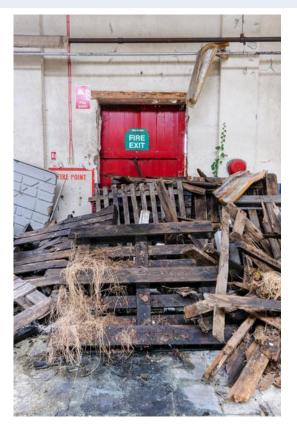


Photo 1

File summary

Retail Security Checklist Feedback.pdf