



Retail Security Checklist

10 Mar 2025 / Audie Weber II

Complete

Score	36 / 40 (90%)	Flagged items	4	Actions	3
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Security Inspector

Audie Weber II

Location

Richard A.Alonzo CDS, 1309
Wilton Pl, Los Angeles, CA 90028,
USA
(34.0950524, -118.3136097)

Inspection Date

10.03.2025 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



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

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 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

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: SafetyCulture Staff

Man the CCTV control room

Hi Norwich, please call someone from the security team to man the CCTV control 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

Nobody is in the CCTV Control Room

To do | Priority: High | Due: 21.03.2025 11:00 PST | Created by: SafetyCulture Staff

Man the CCTV control room

Hi Norwich, please call someone from the security team to man 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](#)