



Fraser Valley Commercial Alarm and Lock-Up Checklist

Printable after-hours checklist for commercial properties, storefronts, warehouses, offices, yards, and multi-tenant buildings.

Use this checklist before arming the alarm system or when reviewing a false alarm. It supports better closing routines, access planning, and documentation. It does not guarantee prevention of theft, damage, fire, or unauthorized entry.

Business and Site Details

Business / property name:		Date:	
Site address:		Unit / suite:	
Closing staff / responder:		Time checklist started:	
Alarm company:		Alarm account / reference:	

Exterior and Access Checks

Done	Checkpoint	Notes / issue found
	Main entrance door fully closed and locked	
	Side doors and staff entrances checked	
	Rear doors, loading doors, and bay doors checked	
	Windows and accessible glass areas secured	
	Gates, fences, and yard access points checked	
	Lockbox or key safe closed and secure	
	Garbage, recycling, and storage areas do not block exits or sightlines	
	Exterior lights appear operational	
	No visible signs of forced entry, damage, smoke, water, or unsafe conditions	



Interior and Alarm System Checks

Done	Checkpoint	Notes / issue found
	No staff, cleaners, contractors, or visitors remain inside before arming	
	Motion sensor areas are clear of hanging signs, plants, loose papers, fans, or moving items	
	Alarm panel shows ready / no trouble condition before arming	
	Alarm system armed successfully	
	Cameras appear powered and recording where applicable	
	Known problem doors, windows, or sensors reviewed	
	Alarm contact list is current and reachable	
	After-hours access instructions are available to authorized responders	
	Any issue found has been documented and reported to the manager or owner	

Notes / Issues / Follow-Up

Completed by:		Date/time:	
Manager notified if needed:		Signature:	

Recommended review: update this checklist whenever keys, alarm codes, staff, contractors, camera locations, or property access instructions change.