Improving your building security can sometimes seem like a massive task – so to help you get started the lovely people at AIT have put together this handy checklist #HereToHelp

01 THE WHY?

Why do you need a solution? What's driving your decision? – once this is clear in your mind you'll be able to better source the best solution for your business. Tick all that apply

Insurance requirement? 🔵

A security breach or incident? 🔵

Protect your staff and other business assets? 🔵

Manage your building flows? 🔵

Audit, in real-time, who is in your building, when they arrived or left? 🔵

02 THE WHO?

Nowadays access control solutions are technologically advanced and it's likely you'll need to involve a few different teams in your project – identifying who and what skills early on will help you with your supplier/solution selection. Tick all that you think apply

Building Security 🔵	Staff representative 🔵	
Estates Managers 🔵	Office Manager 🔵	
Facilities 🔵	Building Landlord 🔵	
IT Department 🔵		

DON'T WORRY *if you don't have some of these roles in your organisation – just remember to seek out a supplier that can advise or you can outsource these to.*

03 THE SKILLS, RESOURCES & LIMITATIONS

This area is about more than just people – Tick all that apply

Do you want to re-use existing locks?

Do you have stakeholder buy in?

Do you have the right people (See 02)

Is access control needed for a new building?

Are you retro-fitting to an existing building?

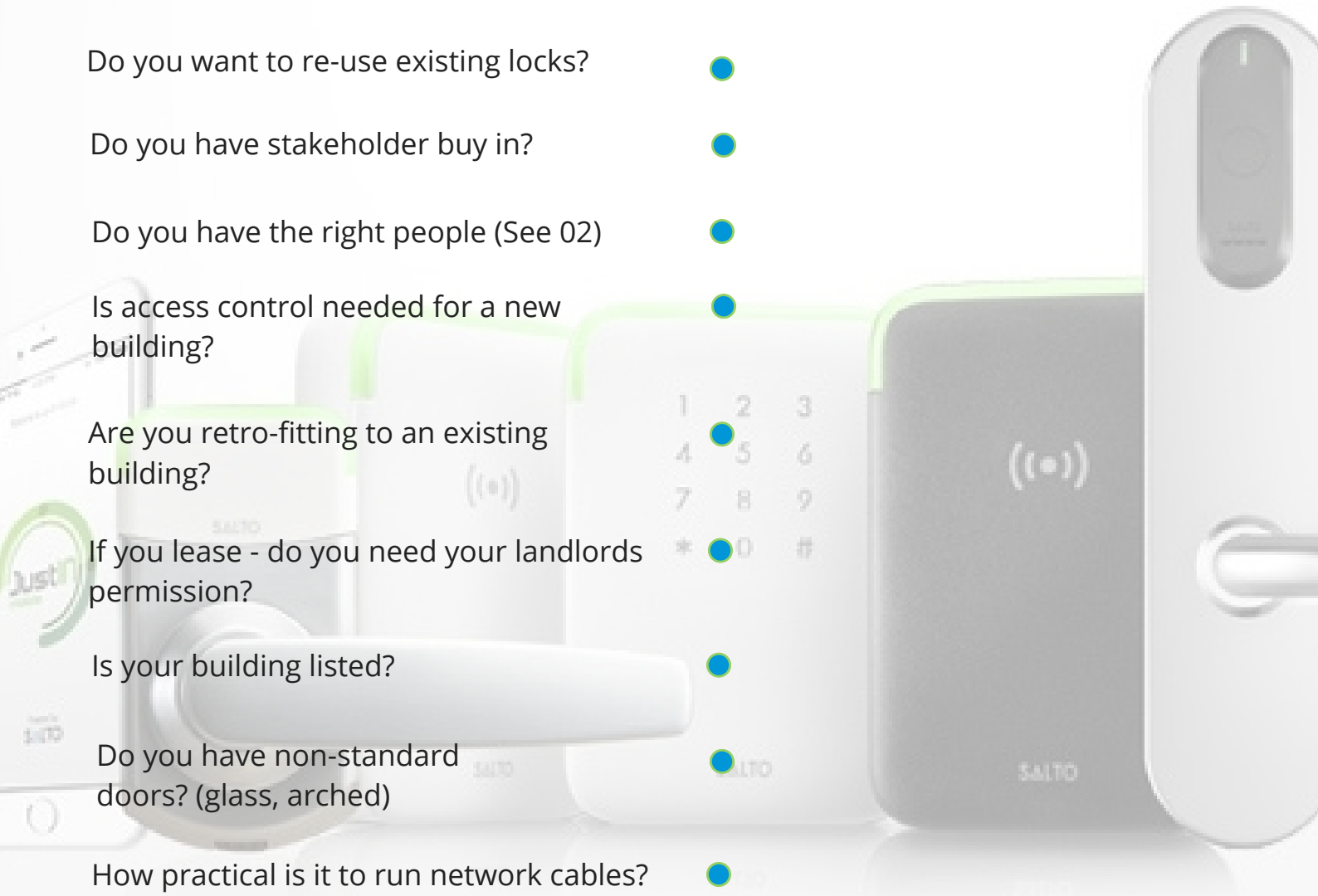If you lease - do you need your landlords permission?

Is your building listed?

Do you have non-standard doors? (glass, arched)

How practical is it to run network cables?

Do you have the skills to do this?

Will installation need to be done outside of core hours?

04 WALK YOUR BUILDING

Now's the time to get your practical head on - walking your building helps you identify how many doors, which are essential, what internal doors you want to secure.. Don't forget the outside, what about your perimeter or carparks?

How many external doors do you have?

Do all these need securing?

What about your perimeter - do you have gates, fences or entrance barriers?

Do you want to control your car park?

Do you have outdoor storage areas that need to be locked?

Inside, do you have sensitive areas - such as server rooms, research labs, or other areas where confidential information is stored?

What about lifts or turnstiles?

How will staff identify themselves at a door? Do you already use ID cards? Do you want to use these for your access control solution?

Would you consider using your team's mobile phones as their 'key'?

05 WHAT ELSE?

A modern access control solution is more than just doors and at this early stage its worth considering a few other things – Tick all that apply

Do you need (or want) to integrate with other systems?

Fire systems
Intruder detection alarms
CCTV
Secure print release
Cashless catering

If you use ID cards, do you want to print them in-house?

Do you need 24/7 support

Is it important to reduce the spread of germs in your building?

Do you want to save energy when rooms aren't in use?

06 WHAT'S NEXT?

Now you have a better idea of what's needed it's time to start researching solutions and suppliers - Remember

- Look for a system that can easily be added to as your needs change

- Look for accredited suppliers

- Make sure they offer full training as part of the installation

- Check they offer the right level of ongoing support