



## Business Alarm System Health Checklist

Annual review to ensure your security system continues protecting your business as designed.

### Annual System Administration Review

- Review call list yearly and remove former employees
- Update phone numbers and contact information
- Ensure owners and upper management have system access

### User Codes & Access Management

- Every employee should have their own code
- Do not share alarm codes
- Remove codes immediately when employees leave
- Remove mobile app access for former employees

### Physical Equipment Security

- Do not leave the panel key on or near the alarm panel
- Limit panel access to authorized personnel only

### System Integrity

- Do not continuously bypass zones
- Zones were installed for a reason
- Rigged sensors can cause false alarms or missed alarms
- Tampering with equipment may void warranties

### When to Call for Service

- Frequent false alarms
- Zones that must remain bypassed
- Damaged sensors or wiring
- Doors or windows not triggering alarms

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