

Retail Store Safe Maintenance Checklist

Store Name:

Location:

Date:

Inspected By:

Checklist

Item	Pass	Fail	Comments
Safe is free of visible damage	<input type="checkbox"/>	<input type="checkbox"/>	
Safe is bolted securely to the floor/wall	<input type="checkbox"/>	<input type="checkbox"/>	
Combination/keypad functions properly	<input type="checkbox"/>	<input type="checkbox"/>	
Door opens and closes smoothly	<input type="checkbox"/>	<input type="checkbox"/>	
Locking mechanism secure and operational	<input type="checkbox"/>	<input type="checkbox"/>	
Alarm system (if fitted) functional	<input type="checkbox"/>	<input type="checkbox"/>	
Safe area is clean and uncluttered	<input type="checkbox"/>	<input type="checkbox"/>	
Access logs reviewed and up-to-date	<input type="checkbox"/>	<input type="checkbox"/>	

Additional Comments/Notes:

Inspector Signature: