

# TENANT TOPIC: SECURITY TIPS

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Please be extra vigilant this holiday season to prevent incidents of theft. The building has policies in place to minimize theft but we also encourage you to do what you can by following the tips outlined below. Experience tells us that those who take advantage of the holiday season often test the environment first. Met with security-conscious tenants and staff, they tend to go elsewhere.

## **SECURITY TIPS**

- No one should be able to enter your suite unnoticed. A receptionist, video and/or alert system should be in place to prevent this.
- Ensure all office doors are properly locked and immediately report inoperative locks, doors or windows to building management.
- Question unfamiliar people on your floor. “May I help you?” is an effective but subtle way of engaging. Call the lobby if you are suspicious of a person loitering.
- Always secure your personal workspace and never leave valuables unattended. Use a locking drawer for valuables.
- Inform Building Management of after-hours visitors. Encourage visitors to cooperate with the lobby.
- Never allow a person to “piggyback” on to a secure floor after-hours.
- Always carry and use your elevator and/or suite access card. Never loan it out and always immediately report when missing.
- Never leave a vacant office unsecured for any time however brief, including leaving to go on break or using the restroom.
- Never advertise your absence. Calendars showing vacation days marked off or workstations with a “will return next Mon” post-it note invites opportunistic theft.