

OFFICE SECURITY CHECKLIST

Good security starts with you. By answering *YES* to these questions, you are following simple procedures that will help protect your property.

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| 1. Do you consider yourself a potential victim? | <i>YES</i> | <i>NO</i> |
| 2. Are you alert, aware and cautious at all times? | <i>YES</i> | <i>NO</i> |
| 3. Do you restrict office keys to those who actually need them? | <i>YES</i> | <i>NO</i> |
| 4. Do you have adequate procedures for retrieving keys from terminated employees? | <i>YES</i> | <i>NO</i> |
| 5. Are filing cabinets locked at night? | <i>YES</i> | <i>NO</i> |
| 6. Do you record all office equipment serial numbers, particularly computer equipment? | <i>YES</i> | <i>NO</i> |
| 7. Do you deposit incoming checks and cash so large sums of money are not in the office overnight? | <i>YES</i> | <i>NO</i> |
| 8. Do you have desk tops clear of important working material that should be safe-guarded? | <i>YES</i> | <i>NO</i> |
| 9. Is the reception area attended at all times? | <i>YES</i> | <i>NO</i> |
| 10. Does your staff leave purses or wallets in drawers that can be locked rather than in open drawers? | <i>YES</i> | <i>NO</i> |
| 11. Do you report solicitors or any suspicious persons to the Management Office? | <i>YES</i> | <i>NO</i> |
| 12. Do you challenge unknown people in your suite by asking, "May I help you?" | <i>YES</i> | <i>NO</i> |
| 13. Is one person responsible for ensuring that entrance doors to your space are secured after the majority of employees have left at the end of the work day? | <i>YES</i> | <i>NO</i> |
| 14. Do you keep back and side doors to your office locked at all times? | <i>YES</i> | <i>NO</i> |
| 15. Do you keep entrance doors locked if you work after hours? | <i>YES</i> | <i>NO</i> |