

OVERLOOK II – SECURITY CHECKLIST

By answering “YES” to the questions below, you are following these simple procedures to help protect you property and employees

1. Are office keys restricted to those who need them?	Yes	No
2. Are procedures in place for collecting keys of terminated employees?	Yes	No
3. Are file cabinets locked at night?	Yes	No
4. Are serial numbers of office equipment recorded?	Yes	No
5. Are incoming checks and cash deposited daily?	Yes	No
6. Are desktops clear of important working materials that should be safeguarded when desk is left unattended?	Yes	No
7. Are back doors to the suite kept locked?	Yes	No
8. Are handbags / purses kept in drawers or cabinets that can be locked?	Yes	No
9. Are handbags / purses kept in drawers kept in open areas?	Yes	No
10. Are solicitors or suspicious persons reported to the Property Management Office or Security Console?	Yes	No
11. Are unknown person in your suite challenged by asking “May I help you?”	Yes	No
12. Is one person responsible for ensuring that the entrance doors to the suite are secured at the end of the day?	Yes	No
13. Are cellular phone, tables, laptops, and other valuable assets left in your vehicle, out of view?	Yes	No

Company Name: _____

Suite Number: _____

Date: _____