



CENTENNIAL LAKES

OFFICE PARK

SECURITY CHECKLIST

The following preventive measures will improve overall Security in your office environment. Please share this information with employees:

- Park in a well-lighted, well-traveled area. When working late, walk to your cars in groups, with fellow employees or peers. The Security staff will provide escorts for your employees, if needed. Please give the officers at least 15 minutes prior notice by calling Security at 952-837-8406 (daytime) or 612-366-5635 (after-hours).
- Lock all valuables and important papers in the trunk of your car, or take these items with you. Do not leave valuables in plain view in the seat, floorboard, or on the dashboard of your car. (Examples: Radar detectors, CD cases, iPods, cell phones, lap tops, iPads, luggage, shopping bags, clothes, wallets, money, etc.)
- Take your building access card with you into the building or place it in an area inside of your vehicle that is out of plain view.
- Promptly report all incidents of crime or theft to the Edina Police Department by calling 9-1-1 and Security by calling 952-837-8406 (daytime) or 612-366-5635 (after-hours).
- Never leave your reception area unattended. If you must leave the office unattended, lock the doors, even if it is momentarily.
- Never leave purses, billfolds, gift packages, jewelry, or cash in or on your desk or in your jackets if your office is unattended. Always lock or secure valuables.
- Office petty cash should always be kept in your office safe. Do not disperse change to visitors or strangers as they may be trying to determine where your money is normally kept.
- Secure laptop computers and make certain they are shut off when not in use.
- Lock your desk when unattended.
- Lock your office doors when working alone or after normal business hours, weekends, holidays, etc.
- Please report and provide a description of all solicitors, peddlers, and suspicious persons to the Management Office or Security immediately. Door-to-door sales or solicitation is prohibited.
- Monitor the movement of visitors within your suite. Question those you may not recognize. They may not be an employee.
- Never allow access to anyone in the building with your access card or key.
- Never loan your access card to anyone else.
- Please safeguard your keys. Never distribute keys to individuals outside of your company.
- Report any suspicious activity, no matter the issue, to Security at 952-837-8406 (daytime) or 612-366-5635 (after-hours), when it is occurring.
- Inventory all of your office furniture, fixtures and equipment. Your inventory list should include a brief description of each item including the make, model number, serial number and approximate value. This information is instrumental in case of a theft.
- Do not attempt to duplicate building keys except through the Management Office. Any other effort of duplication is prohibited.
- Report all lost/stolen access cards to the Management Office immediately. Do not retain activated access cards without requesting deactivating access cards through the Management Office.
- Each Tenant is asked to complete a Tenant Contact form. This form will provide Security and Building Management with Tenant Contacts in case daily or after-hours emergencies or circumstances in question arise. Please resubmit the form immediately upon a change in personnel listed. All information on the form will be held in strictest confidence.