



Security Checklist Centennial Lakes Office Park

Security Contact Information

Security Desk	(952) 837-8406	
Security Cell (Day)	(612) 363-8514	centennialsecurity1@cushwake.com
Security Cell (Night/Weekend)	(612) 366-5635	centennialsecurity2@cushwake.com

Below are preventive measures for the overall safety and security in your office. We ask that this information be shared with your employees.

- Park in a well-lit and traveled area. When working late, walk to your cars in groups, with fellow employees or peers. Security staff will provide escorts for your employees, if needed. Please give the officers at least 15 minutes prior notice by calling Security.
- 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.
- Access cards should be taken with you into the building or placed it in an area that is out of plain view inside of your vehicle.
- Promptly report all incidents of crime or theft to the Edina Police Department by calling 9-1-1 and Security.
- Never leave your reception area unattended. If you must leave the office unattended, lock the doors, even if it is momentarily.
- Never leave unattended purses, billfolds, gift packages, jewelry, or cash in or on your desk or in your jackets if your office. Always lock or secure valuables.
- Office petty cash should always be kept in a safe. Do not disperse change to visitors or strangers as they may be trying to determine where 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 or holidays.
- Report all solicitors, peddlers, and suspicious persons to Security immediately. Door-to-door sales or solicitation is prohibited.
- Monitor the movement of visitors within your suite. Question those you may not recognize as 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.
- Safeguard your keys. Never distribute keys to individuals outside of your company.
- Report any suspicious activity to Security as it is occurring, no matter what the issue.
- Keep an inventory all of your office furniture, fixtures and equipment. The 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 duplicate or make copies of building keys. Duplicate keys can only be made by the building engineering staff and any other effort of duplication is prohibited.
- All lost or stolen access cards should be reported to Security immediately.
- Each Tenant should complete a Tenant Contact form to ensure that Security and the Management Office have current contacts listed for your space. This form should be completed and submitted upon a change in personnel.