

SECURITY PRECAUTIONS

- While parking in a parking garage, lot or along the street, DO NOT leave packages or boxes in the back seat or cargo area. All such items should be safely locked in the trunk – out of sight!
- Keep purses and valuables out of sight and locked inside a cabinet or desk. Keep desks locked when not seated at them.
- A minimum amount of cash should be kept in the office. Both money and stamps should be secured.
- Do not leave the reception area unattended. Visitors should remain with the receptionist until someone comes for them.
- Be wary of solicitors and peddlers who might engage in conversation while secretly making a survey of the office for later use. The Management Office will never send anyone door to door.
- When riding elevators, you should stand near the control panel. If attacked, press the alarm and as many buttons as possible. Be alert for pick-pockets on crowded elevators.
- Lock entry doors after normal business hours.
- Company property should be marked with identification numbers. Model and serial numbers, as well as descriptions, should be documented and retained on file.
- When entering the building using your access card, do not allow anyone without an access card into the property.
- A security escort may be requested anytime. Please check with the Security Console for availability.
- Play it safe – always be aware of your surroundings (day and night).
- Do not hesitate to contact Security (817-321-1111) or Property Management (817-321-1100) should you be suspicious of anyone.