



Bentall

CRIME PREVENTION TIPS

The following crime prevention tips may assist you from becoming a target or victim of theft:

- ❑ Get to know your fellow tenants in your building, especially on your floor. Familiarize yourself with the employees of those businesses.
- ❑ If you don't recognize someone on your floor, even if they "look" the part, approach them and offer them assistance. Challenge them by asking questions as to whom they are looking for and how you can assist them. Contact Bentall Security (604-661-5068) and report the description of the person and his activities. Do not leave your office unattended, as office thieves are generally well-dressed and smooth talkers.
- ❑ Keep belongings (purses, briefcases, wallets, and access control or identifications cards) out of sight and preferably with you or locked in desk drawers or office cabinets. Do not leave them visible around in the office, on the desk or unattended. Criminals look for opportunities and easy targets.
- ❑ Report all lost or stolen keys and access cards to Bentall Security (604-661-5068) so that arrangements can be made to replace locks or cancel access control cards.
- ❑ Remove any laptop computers, Palm Pilots and personal daytimers when not in use and keep them out of sight under lock and key.
- ❑ Take an inventory of all of your assets and record all serial and model numbers of any valuables. Engrave them with your company's name, photograph them and store them in a safe place.
- ❑ Ensure your office is locked and secured at the end of each business day. Make a quick check of the office area to see that no employees are working late or that someone has hidden in a closet, washroom or storage area. These are the hiding places that criminals use and come out later when no one is around.
- ❑ Lock all entrances during the daytime except designated reception areas.
- ❑ Ensure that reception areas are never unattended and that front doors are locked if unattended even momentarily.
- ❑ Make staff aware that the majority of thefts from an office occur during the daytime when the area is accessible. Thefts have been reported in the morning, noon hour and afternoon periods. Thieves will be well dressed and will have a believable cover story.

Remember that security patrols and closed circuit cameras are a visible deterrent, but each office and its employees can contribute to crime prevention and reduce victimization by taking a proactive approach.

If you have any questions or concerns, please feel free to contact myself or Bentall Security.

Yours truly,
Bentall LP

Kevin Soltani
Manager, Security & Life Safety