



## Christmas Security check list from Global Security for our commercial customers

**This period is particularly high risk for security breaches and a lot of companies operate on skeleton staff so it's important that extra precautions are taken**

1. Take some time to check all sensors and alarm equipment are free from cobwebs. Make sure you don't spray directly on the sensors – just around them. Check the area around the sensors is clear from dust, curtains, any air conditioning or fan equipment and any other items that might move and trigger a false alarm. This will avoid unnecessary costs incurred from guard call outs due to false alarms over this time.
2. Update your monitoring company on any special instructions and trading hours
3. If you require additional patrols or bed down services over this period, let us know as early as possible.
4. Consider using our services to collect your banking during this high risk period
5. Tidy up your property, removing anything that could be used to damage or break into your property – including wheelie bins, etc, that can be used to climb up windows, etc.
6. Do not hesitate to question outside maintenance personnel to ensure they have legitimate reason to be there
7. All visitors should be monitored while on your premises
8. Never leave the reception area unattended or valuable items such as laptops, ipad, mobile phones within view
9. **Be alert during the two "30 minute danger zones"**  
Special care should be taken during the times most suited for pilferage -- the 30 minutes just after opening and just before closing -- when there is maximum movement to and from work areas and offices. Retailers especially need to take extra precautions during these times, including cash control.