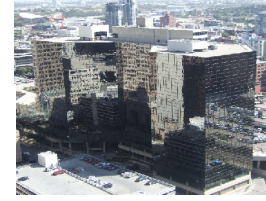


Tenant Suite Security Measures



Security often involves common sense, because any building system is only as effective as the people relying on it, we encourage you to review these security reminders to help you avoid unnecessary loss and problems within your suite:

- § When you secure your premises at the end of the business day, lock all doors and then verify that they are properly locked. We recommend locking your suite entry door after 5:00 p.m. even if people are working late. Do not rely on others, even cleaning staff, to secure your suite for you.
- § Do not leave attachés or handbags in clear view. Coats should be hung in a coat closet since thieves often rifle through pockets looking for keys or money. Do not leave wallets in jackets hanging on chair backs and other articles of value unguarded even for a few minutes. Purses, gym bags and small articles, left in plain view, are easy targets for thieves, laptops included.
- § Laptop computers should be locked away out of sight when not in use or securely fastened to the desk.
- § Keep all vault or safe combinations in a locked desk drawer.
- § Notify security immediately if you notice a suspicious person loitering in or about your premises. Be suspicious of any person who enters your suite and when confronted makes excuses that they are lost or looking for another company.
- § Offices are most vulnerable to thieves during lunchtime and right before closing. At these times, there is often a lot of movement and people are frequently away from their desks.
- § Put serial numbers on all business equipment to aid police in locating the equipment if it is stolen.
- § If an employee is terminated for any reason, consider changing the cylinders on the lock, resetting any safe or vault combinations they may have been entrusted with and canceling security access cards.
- § Keys kept on a key ring should never have an identifying tag. If they are lost or stolen, thieves may use them to access your property.

- § If your firm will be closed when the rest of the building is normally open, notify your distributor to stop delivery during the office closure. A stack of newspapers outside your suite door is a clear signal that the premises are not occupied. Notify the Canada Post/Newspaper deliveries to hold all your mail deliveries if no one will be available to accept them.
- § Never leave your reception area unattended when your suite entry door is unlocked.
- § Secure petty cash and floats in locked cabinets.
- § Lock all desks, cabinets and credenzas.