



**U.S. DEPARTMENT OF COMMERCE
MANUAL OF SECURITY
POLICIES AND PROCEDURES**

Appendix M Office Security Checklist

Yes No

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| Y N | Report any suspicious person or activity to the guard force or your security contact immediately. |
| Y N | Lock your office or facility if it's unoccupied, even for a few minutes. Most thefts occur during such periods, usually in less than a minute. |
| Y N | Corridor doors should be kept closed; coats, umbrellas, and other items should not be left near doors. This invites thefts and other crimes of opportunity. |
| Y N | Take your purse, wallet or other valuables with you any time you are away from your desk, or leave them in the care of a friend. DON'T leave them under desks, in desk drawers, or in file cabinets where thieves look first. |
| Y N | Greet all visitors to your work area. Confirm that they are on legitimate business. Don't be afraid to challenge or to report someone if their presence in your area doesn't seem "right." |
| Y N | Verify the authority of anyone attempting to remove property of any kind. |
| Y N | Maintain a control and accountability system for all high value items and mark such items with identifying information or codes. |
| Y N | Establish and follow a strict "close of business" procedure to ensure that valuable equipment and classified and sensitive information (including diskettes, printouts, etc.) are properly secured. |
| Y N | Develop and post a contingency plan which covers emergency evacuation procedures and contacts in the event of a fire, bomb threat, natural disaster or other emergency. |

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