

## Office Loss Prevention Tips



- Lock unoccupied rooms and offices even if you leave for only a few minutes.
- In the office, store money and stamps in cash box and keep it in a locked cabinet.
- Keep an inventory, including serial numbers, of College and personal property kept in the office.
- Never loan equipment or keys to strangers or unknown workers.
- Request identification and authorization from repairpersons seeking to remove office equipment for any reason.
- Keep an up-to-date record of equipment out for repair or on loan.
- Keep an accurate key-control log and recover keys from staff or students who no longer need them. Report stolen or lost keys to the Birmingham-Southern College Campus Police.
- Report any suspicious activity to the Birmingham-Southern College Campus Police Office (226-4700).

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