

# Security checklist for Windsor Business Park

## January 2007

- Patrol Windsor Business Park Buildings 8550, 8570, 8580, 8575, & 8555 four separate times, beginning around 8:45 p.m. ending before daybreak.
- At least once during the night check by hand all exterior doors front and rear to make sure they are locked. If you find a front door unlocked, enter through the door, lock the door from the inside and exit out the rear. If you activate an alarm, call the emergency contact on my tenant list. If it's a rear door, push the toggle button near the throw bolt on the edge of door to set the lock. If the door has electronic lock and the door will not secure itself when you push to close, call the tenant contact on the emergency call list. If the electronic door lock is at **Building 8580** (24/7), call someone in the computer room for help with the door.
- At the beginning of every month list any lights that are out, building soffit, and pole lights, rear building lights, entrance and flagpole and tenant directory sign. Poles can be identified by ID label on pole; soffit lights by suite # and building #; tenant directory sign by building #. **You only have to list the lights that are out once on your report. Do not continue to list each night.** It usually takes one to two weeks to have the lights repair. Once repaired, I'll leave you a note in your drop box at my office trailer.
- Security officer should be present at Building 8550, Nursing School from 8:45 to 9:15 p.m. Drive around the building several times with your amber security light flashing during that period. This will help identify you to students/faculty leaving the building, plus people still inside the building can identify you through the glass
- You should make reference to weather conditions
- List any suspicious vehicles or people in the area; write the tag number down and description of vehicle, you might ask the person to identify himself or herself, if you believe it is necessary. Do not get into a confrontation with anyone. If you know they are doing

something illegal, call Henrico Police 501-5000. Do not attempt to make an arrest. No firearms are allowed at Windsor Business Park at anytime.

- List any property damage that you notice, example: tractor-trailer runs over an island damaging the lawn or shrubbery; a tractor-trailer making a U-turn on Magellan Parkway damaging the guardrail or lawn. These are only some of many examples I could give; be observant, pay close attention to the surrounding as you drive by.
- Vehicle amber lights on at all time during patrol
- There is no fishing in our 2 run-off ponds (BMP) unless you are a tenant. One is located behind Building I, 8550, (School of Nursing) and the other on the eastern side of Building IV, 8580 near the picnic areas. Outsiders caught should be asked to leave.
- Once in awhile, the security officer should drive through the gate behind Building VI, 8575 to make sure no one is dumping trash or debris on the hill.
- During the season, identify any sprinkler head malfunctioning (watering the street or shooting water straight up)
- Daily reports are required. Reports should be written clearly, use regular time vs. military time. Copy of report should be left in our red drop box at 8570, Suite 1000 or faxed to our office.

If any of this information is not clear, please give me a call or stop by for clarification.

Thank you,

John S. Frost  
Construction/Property Manager  
804-405-5558 cell