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Security

The security of the property is the most important part of our
Job.

Security Overview

In this manual, we will go over:

- Personal **safety** protocols
- Managing client **keys**
- Managing client **alarms**



Keep going through this manual to learn more about each topic.

Security

01

Entering Client Property

After entering a client's building, all doors **MUST** be immediately locked behind you.

Once you are inside the property, **DO NOT** open the door for anyone. If someone is meant to be in the building, they will have a key. If you are able, inform them that you are not allowed to open the door for anyone.

02

Leaving Client Property

When leaving a client's property, all alarms must be set, and all entry doors must be locked. Give the door a good tug to double check that it is locked. Note: The ***interior doors*** that were closed must remain closed, likewise those that were open must remain open.

03

Bottom Line

If at **ANY TIME** you feel unsafe while out on a job, remove yourself from the area and immediately call a supervisor.

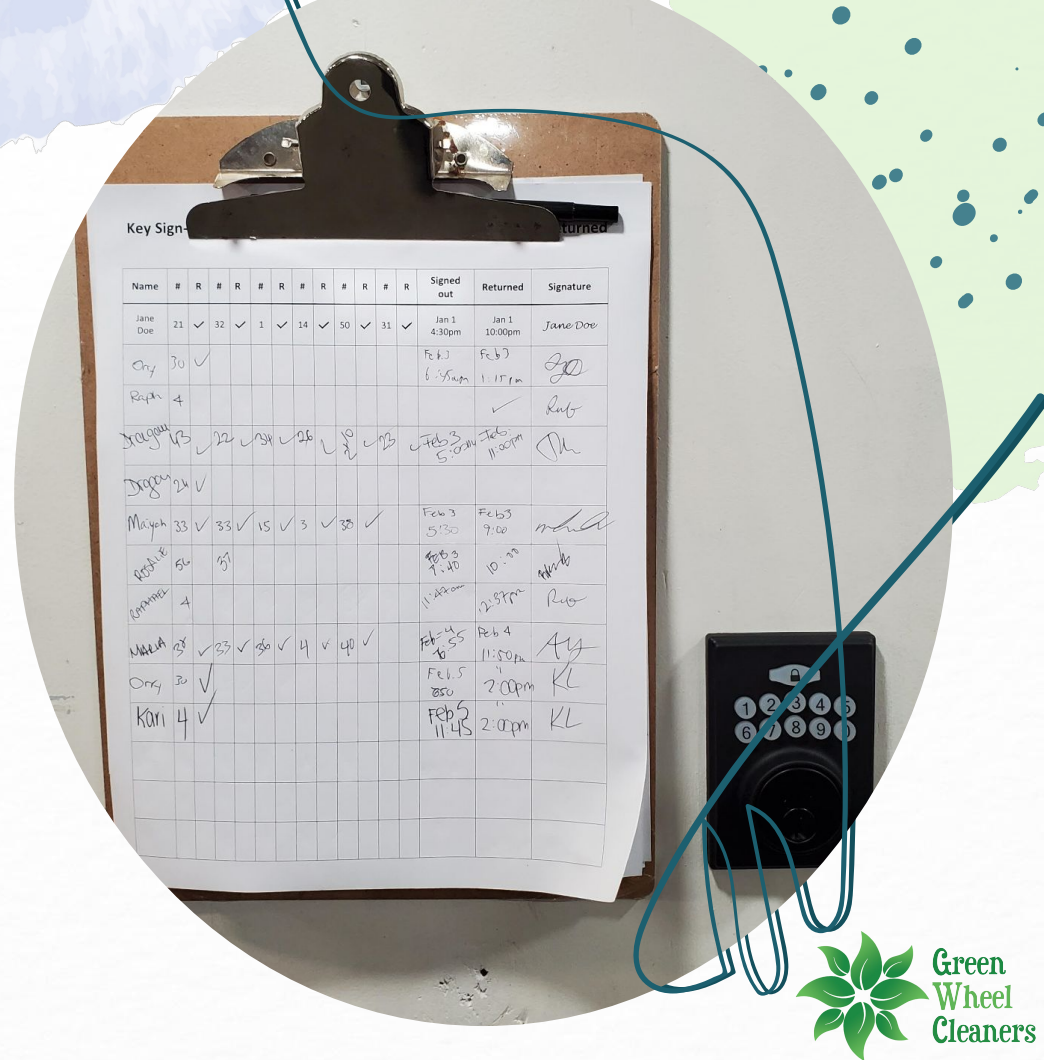


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Client Keys

Client keys are kept in a locked safe. When obtaining keys, they must be put on a lanyard and worn around the neck at all times.

Client keys **MUST** be put back at the end of each shift. There is a key sign out sheet by the safe. Keys must be signed out and signed in every time you take a key.



Client Alarms

Some client properties are equipped with alarms. All alarm codes will be in the notes section of their Jobber profile.

Here are some tips for client alarms:

- Before unlocking the door and entering the building, double check the alarm code.
 - This ensures that you don't accidentally set off the alarm while inside.
- When leaving a building, the alarm must be reset.
 - The instructions for resetting alarms will be noted in their Jobber profile, as well as touched on in training.
 - Make sure the alarm panel indicator is marked **red** when entering the code. This **red** light as well as the sound of the alarm will indicate that the alarm was activated correctly.



Note: If you have problems with the alarm, notify your supervisor immediately



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