



## ALEC EPIS CLEANING SERVICES

### **SECURITY POLICY: PROMPT LIST FOR CLEANERS**

Where lockup and unlock responsibilities are allocated in work schedules, the employee must:

- Make sure keys allocated to them are not left unattended in the service personnel's room, other areas of the building, or left in cars. Keep keys on your person at all times.
- Do not unlock areas for strangers entering the building unless they are police, fire or ambulance offices (in which case, take note of their names or numbers)
- If you do unlock areas for persons you do know, make sure you make a note of the fact (person, time, room etc either in a communication book or any other record to be kept in the Service Personnel Room)
- If you cannot lock up as instructed at the end of a shift, ring a supervisor or Director and report the problem. Stay on site until assistance arrives.

Other rules that MUST be followed to maintain security:

- Under no circumstances are you to bring anyone else to work with you. This includes children or relatives or friends (who may offer to help)
- Always shut and lock doors behind you. Do not leave area open when you are not on that floor.
- If you lose your keys, ring the supervisor immediately.
- Do not allow another person to borrow keys.
- Never lend your work ID badge or uniform to another person – it is part of the company's security profile.