

SHUT DOWN CHECKLIST

Don't let your business fund a thief's Christmas.



Use this checklist before you lock up for Christmas.

- When you shut down for Christmas lock away all your valuables.
- Leave no cash on the premises.
- Leave till drawers open or remove them.
- Close and lock internal and external doors.
- Remove spare door keys from the premises, or lock them away securely.
- Check all windows are closed and valuable property is screened.
- Park vehicles inside your premises if possible.
- Don't leave satellite navigation devices, lap-tops or tools in vehicles.
- Leave the minimum of fuel in vehicles and storage tanks.
- Remove vehicle keys from the premises or lock them away securely.
- Cancel deliveries that may come during the holiday period.
- Do you need someone to call in and move your post?
- Ensure you leave no rubbish outside your premises that can be used to start fires.
- Remove anything outside that might help a criminal to break in.
- Ensure your key holder list with Central Stations and Police Safe is up to date.
- Ensure you have updated your internal key holder and call out lists.
- Back up all your computer systems and store a copy of your data off premises.
- When you return after Christmas check your computer with updated virus software before downloading email or using the Internet.