

**ESTATE MANAGER**

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**SECURITY MANGER**

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**FROM THE SECURITY MANAGERS OFFICE****Holiday arrangements:**

- Your neighbors are an invaluable security resource. If possible, arrange with them that they keep an eye on your home whilst you are away.
- Try to ensure that your home is not unoccupied whilst you are on holiday. If possible get a friend or relative to house-sit for you.
- Do not get a stranger to do your house-sitting. Rather make use of agency that offers such services.
- Make your home appear occupied by asking a friend or neighbor to periodically open curtains\windows, mow the lawn and switch on lights.
- Leave a telephone number and contact address with neighbors, any reliable persons and Estate Security so that you can be contacted in a emergency.
- At night all your usual lights should be switched on.
- Inform your armed response/alarm company that you will be away.
- Inform your Security Manager that you will be away and will require special attention at your premises.
- Exercise caution in who your tell about your holiday plans
- Most important - leave your pets in the care of family, friends or kennels.
- Inform your Security Manager if your children are allowed to drive your vehicle.
- Inform your Security Manager if your children are allowed to entertain friends in your absence.
- Supply your Security Manager with details of person/s who has your permission to use your access tag & exit code in your absence.
- During the school holiday, try to keep your children occupied in a safe home environment.
- Inform the Security Control Office if minors are allowed to leave the Estate on foot or bicycle.
- Inform the Security Control Office when children are allowed to entertain friends at home.
- Practice good neighborliness - the volume of music or electronic instrument, when partying should be kept at a reasonable level so as not to create a nuisance or disturbance to your neighbors.