

Distribution	SUBJECT	Date
	THEFT/SECURITY PROCEDURE	09-01-2014

PURPOSE: To establish a procedure for ensuring security on the site and to detail the steps required should a theft take place.

BACKGROUND: Construction sites are generally unprotected and readily accessible to thieves and vandals. The CM in planning the job and job budget should allocate certain resources for the protection of the site and its material.

PROCEDURE:

1. If sufficient funds are available, the CM shall have the entire site fenced using the most economic fence material available. If this is impractical, a compound may be erected within the construction site.
2. A guard service may be employed for after hours and weekend protection. The CM will determine the feasibility of this measure.
3. The Project Manager shall be responsible for on-site security within the guidelines and parameters established by the CM. The Project Manager and Superintendent shall note any suspicious activity on the part of Subcontractors and shall be on the watch for vehicles parking near stored material on site.
4. All buildings and units shall be locked nightly. No Subcontractor or vendor shall have a master key or be permitted to enter the site after normal working hours unless the Project Manager or Superintendent is aware of the work to be done and who will be doing the work.
5. If theft or vandalism occurs, the Project Manager shall immediately:
 - a. Notify the police and file a police report
 - b. Notify the main office
 - c. Attempt to ascertain the exact amount of material or equipment stolen or vandalized
6. Fax copy of police report to the main office.