



TASK	Assigned to:	Completed Date:
Review budget for 2012		
New or replace cameras?		
OT for Security/Eng.		
Sept 2011 BOMA Security Committee Open Mtg		
Oct - Nov 2011 Review 2012 building construction and Landscape projects		
w/ Construction manager/property manager		
Especially exterior plaza projects subject to attack		
January 2012		
Inventory and purchase radios and emergency supplies		
Discuss plans and schedules with Security, Janitorial and Engineering contractors		
Consider overnight accommodations for key staff members		
Discuss transportation issues for all staff		
March 2012		
Review SWN sheets		
Review tenant contact forms		
Review building closure policies		
Contact Board Up Service		
Review dock access and emergency closing policies		
Review parking policies: closing lots and garages to public; towing service		
Review roof top access policy		
March 2012: Schedule training for building staffs		
Civil Disturbance, Media Crisis Communication, pre-operational surveillance		
Emergency building closure: access points and/or checking building ids prior to entry		
Review detention procedures with security staff		
Prepare or review PA announcements: shelter in place; building closure		
Schedule camera maintenance for Apr 2012		
Cleaning		
Accurate times		
PTZ functionality		
Jan 2012 Review building calendar for May		
Jan 2012 Review security staffing; vacations, absences		
Update response procedures and outside patrols orders		
March 2012: Tenant communications; emergency building closures; traffic issues		
(BOMA will be preparing)		

NOTE: This list is intended to assist members of the BOMA/Chicago Community in planning and dialogue for the upcoming summits scheduled in May 2012. It is not intended to be all-inclusive – but rather a starting point for each property’s management team.