

## **PROPERTY REMOVAL POLICIES & PROCEDURES**

All persons exiting the building with property must have a property pass signed by the proper office personnel. This includes, but is not limited to the following items:

- Computer (including monitor, keyboard, etc.)
- More than one laptop computer
- Other IT equipment
- Furniture
- Painting, artwork
- Large boxes
- File carriers (box on wheeled dolly)

The property removal pass must identify the items completely. The authorized signature on the property pass will be verified by security personnel in a signature book located at the front lobby or loading dock desk.

If a pass is not present or valid, the tenant will be asked to return to the company in which they received the property from, and get the proper authorization. The items will not be allowed to leave the building without the proper information and authorization.