



Ideal Cleaning Services Limited Key Holder Policy Statement

Where you are responsible for the security of premises you must take care that on your departure from such premises, that all doors and windows are secured and locked as applicable and that all lights are switched off. You must make sure that you keep keys safe and secure and that keys are not marked so that they can be easily identified.

Where you have signed for keys you must ensure when you take them back, that they are handed over only to the responsible person and that they are logged back in.

Additionally as a key holder you need to be aware of :-

- People around when entering and leaving the building – do not enter if people are “hanging around” the entrance – walk away and return in a couple of minutes.
- Keep the main entrance open only for as long as it takes to get inside (or to leave).
- If you observe anything suspicious then report it immediately either to site staff or the police

Do not broadcast the fact that you are a key holder

For and on behalf of Ideal Cleaning Services Limited

CHRISTOPHER DRING
Group Managing Director

Reviewed 09-2023