



INTEROFFICE CORRESPONDENCE
Los Angeles Unified School District
Office of the Building

**Guidelines for Storing Personal Belongings,
Valuables and District Property**

The LAUSD Administrative Headquarters building is occupied day and night by employees, contractors and visitors. The LAUSD Administrative Headquarters security team routinely patrols the building and continually remains vigilant. Nevertheless, they cannot be in all places at all times.

Your efforts to keep personal belongings, valuables, and District items secure can be a major deterrent to any potential thefts or “lost” items within the building. For your own safety and the security of your personal belongings and District property, carefully review the following reminders:

1. Do not leave money, jewelry, purses, wallets, or any valuables behind when you leave your desk at any time—even if it is only for a few minutes.
2. Personal belongings, regardless of value should be kept safe—preferably with you when you leave your desk!
3. Lock up laptops, portable hard drives and other District valuables when you step away.
4. Help your neighbors! If you see anything that should not be left out, remind them to be careful.
5. Carry your identification and access badge with you at all times.
6. If someone in the building looks lost or out of place, ask the individual if he or she requires assistance.
7. Immediately report any suspicious behavior or any missing items to the Security Command Center (213-241-5882) and the Office of the Building (213-241-1320).
8. The Office of the Building has a significant collection of keys, glasses, and other items that have been lost by building occupants or visitors. Please check the **Lost and Found** located in the Office of the Building if you are missing an item.

Thank you for your continued support and diligence in ensuring that we maintain a safe work environment for all. If you have any questions concerning this matter, please contact the Office of the Building at 213-241-1320.

Related Resource:
LAUSD Administrative Headquarters Safety Reminders