



## YOU'VE JUST ENHANCED THE SECURITY OF YOUR SPACE... WHAT'S NEXT?

### ✓ **As soon as possible after contract execution, we will:**

- + Assign you a project manager. The project manager will work with you during the system's installation. Your client services team will continue to work with you to address your day-to-day needs.
- + The project manager will call you or schedule a meeting to discuss the installation timeline and review delivery of any required Purchaser Provided Items, hardware selections, system and equipment locations, building work standards, access requirements, and billing details.
- + Send you a detailed summary, including selections made and action items.

#### **What you need to do:**

- + If not done so already, provide electronic AutoCAD floor plans of your space for permitting purposes. If the space is under construction, the floor plans should also include door schedules.
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### ✓ **Prior to system activation, we will:**

- + Provide you with a system expansion package that includes:
    - Card assignments and existing authorization levels to review and modify for the system addition.
    - Contacts and Procedures form with a copy of established response information for your review.
    - Schedule final system inspections with property management and local jurisdiction.
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### ✓ **One week prior to system activation, we will:**

- + Install your system.

#### **What you need to do:**

- + Return items in the system expansion package.
  - + Keep us apprised of any changes to your schedule.
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### ✓ **Two days prior to system activation, we will:**

- + Call or meet with you to review all system addition information, including:
  - Card Assignments and authorization levels.
  - Response messages for the addition.
- + Schedule final system inspections with property management and the local jurisdiction.

#### **What you need to do:**

- + Review and revise all information as necessary.
  - + Assist in the final system inspection as necessary.
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### ✓ **On the day of system activation, we will:**

- + Review system operations with you and/or members of your staff.
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### ✓ **One week following system activation, we will:**

- + Review system reports to look for irregular activity.