

WORKING SAFELY AT HOME



- Install solid doors and good deadbolt locks on all exterior doors—and use them.
- Install motion-sensored lighting that will come on if someone is walking around your yard.
- Look into an alarm system. A basic system can be purchased for less than \$100, plus a monthly monitoring fee.
- When meeting a client for the first time, arrange to meet in a public place, such as a coffee shop or the library—not your home.
- Let someone know when and with whom you have appointments.
- Review your insurance policy—almost all policies require an extra rider to cover a home office. In the event something does happen, you want to be covered.
- Mark your equipment with identification numbers and keep an updated inventory list (with photos, if possible) in a home safe or a bank safe deposit box. It's a good idea to keep back-ups of your work in a secure, separate location as well.

