

Security Cameras – Electronic Access Control – Alarm Systems – Key Control Systems - Locksmithing

Issue 7

714 633-1499

April 23, 2007

In this months newsletter

- Is It Time To Upgrade Your Facilities Keying System?
- 15 Steps On How To Welcome Your New Employees.
- Discover, Dine and Explore in the San Diego Gaslamp District.
- Humor, Can't Live Without It!

Comlock Quick Facts

- ♦ We service the Southern Calif. area
- ♦ Available 24/7 for emergency service
- ♦ Three Service Locations
- ♦ Our Company was formally known as Bill's Lock & Safe
- ♦ Sales, Service & Installation for:
 - Electronic Access Control**
 - Security Cameras**
 - Alarm Systems**
 - Locksmithing**
 - Safes**

Is It Time To Upgrade Your Facilities Keying System?

Excerpts from Does your key system measure up to today's standards?
By Thomas J. Demont, AHC/CML, CSI

In the world of security there are a number of areas that need to be in sync with each other. One of those areas is physical security devices and your key system, the first line of defense. Key control comes in many forms but patent protection offers the ultimate in key duplication restrictions. Patented keys are guarded and protected by the manufacturer that holds the patent. These manufacturers license locksmith dealers, distributors, and end-user facilities to store and cut their own keys. It is not unusual to require a contract to be signed by all users of their patented system. This would be the same as a licensing agreement granting a manufacturer the right to fabricate patented products. When we say patented key system we do not necessarily mean expensive key system. If you compare a standard cylinder to a patented high security cylinder the list price is usually double but the difference is astronomical in benefits. Most High security cylinder manufacturers produce cylinders that will retrofit your existing hardware.

Because all high security patented keys are different in some uniquely patented way, there are different restrictions on their use by the licensees. There are also national restricted keys that give you the entire United States. The manufacturers can do this because of the patented features built into their cylinders and/or keys. Most of the high security key manufacturers hold World Patents on their products for your protection.

Things to look at when considering a new keying system

Does your existing key system meet all of the demands of security and maintenance? When you review your current or a potentially new system, look for these questions to be answered. Do I have future expansion built into my keying system? A good rule of thumb would be a minimum of twenty-five percent of your current system. Do I have the correct level of master keying for our needs? Is there cross keying in the system that could cause us a liability problem? Cross keying is when two or more individual keys operate in the same lock cylinder. Master key systems are mathematical formulas that are built on the characteristics of the manufactures keying specifications. All manufacturers are not equal in keying capacity of their systems. A good rule of thumb is to ask how many usable keys you can have under a single master key section. Here are some common answers, 200,000; 150,000; 90,000; and 3,000. The latter is what standard keys systems can give

you. If your facility has 15,000 keyed doors then the 3,000 number will not work for you. So ask the question.

Key tracking is very important at facilities today. Security officers should ask this important question; does the manufacturer of our key system offer key tracking software? In most cases the answer is yes. This is an important part of physical security. Cutting keys to a secure system and giving them out without knowing who has them is very irresponsible and another liability problem. Tighten up your security by controlling key distribution. There are two types of key tracking systems, one for the locksmith to know where the specific key code is being used and the hardware on that door opening. This type of system does not keep track of key users. The second is for security to track the users of the key system. Both are very important in their own right. Some key tracking systems give you both so that each department can track what they want in the system. Random key auditing should be done as part of your security level, but not less than semi-annually. Lost keys to a secure keying system is just as dangerous as leaving the door open. Always know where your keys are at all times.

To Rekey or Not To Rekey

Once you loose control of your key system, rekeying is not a choice but a necessity. Key tracking is very important so you know who has what key to what door. When an individual key is missing rekeying only the cylinder with the missing key is not a big job. The lock cylinder can be rekeyed within your master key system and new keys issued. Your old key combination will then be marked and removed from the system so it can never be used again. Where rekeying becomes a big job is when a master key is missing. The number of cylinders that will need to be rekeyed will depend on the level of your master key. Each level of a master key controls a specific number of cylinders. An example is a floor master only controls the cylinders on that specific floor, where a building master controls all of the floor masters and every cylinder in the building. The absolute worst key to loose is the Great Grand Master Key also known as the TMK Top master key. This key controls all master keys and cylinders. So you can imagine the expense in rekeying everything that this key controls. You will understand why this key is never given out and is closely controlled. Rekeying your facility is like getting a tune-up and if you maintain your system the tune-ups get father apart.

Summation

Evaluating a facility's first line of defense, your key system should always be a serious undertaking. Deciding whether to use high security, patented technology, or a combination of each. Your first concern should always be the safety of your employees and visitors and right behind that is the security of your facility and everything contained within. Using physical key control will insure a safe secure working environment. Always remember the rule of ones. For every one thousand unauthorized key duplications you will have one hundred minor incidents, and from that you will have ten major violations that will result into one catastrophic liability problem. Stop key control problems early by setting up good standards in key control. Don't forget your electronic control cabinets and secure them as you would your doors. Your key system should always have Durability, Usability, and Convenience built in so that you have flexibility. Key tracking, managing and key user awareness is very important in keeping your facility secure. Rekeying your key system is very important if you have little to no control over keys. Always remember a secure facility is a safe facility.

About the Author

Thomas J. Demont, AHC/CML, CSI has been in the security field for over 40 years and is a Certified Architectural Hardware Consultant and a Certified Master Locksmith. Ten years in the US Navy as a master locksmith and security specialist. Presently Tom is the National Sales Manager for ASSA High Security Locks in New Haven Connecticut. He is also the President of the High Security Lock Manufacturers Council, a Board of Director for the International Investigative Locksmith Association, a Board of Director for the World Industrial Security Locksmith Association, and a Certified ACE instructor (ALOA Continuing Education) for the Associated Locksmith of America.

15 Steps On How To Welcome Your New Employees

John Edmond

Looking after a new employee during their first few weeks at work can mean the difference between their success and failure as employees as well as your success and failure as an employer, manager or supervisor.



Proper orientation determines how fast the new employee can be productive and efficient in his or her new job while giving you a good opportunity to make your new employee an efficient part of your team.

Below are 15 suggestions that will help you deal with your new employees during their first few weeks to help make sure that they get started on the right track.

1. Have an induction policy for welcoming and training new employees. Don't just leave it to whoever is available. Human resources should cover the HR side of the induction with a trainer (if you have one) or a senior manager or supervisor covering the more hands on part of the job. Either way the following is a minimum of what is required.
2. Give your employee a warm welcome. Don't just point them to the area they work and let them get on with it. Nothing makes a new employee feel comfortable more than a warm welcome.
3. Give them a brief description about your role as a supervisor. Knowing who's in charge and what you expect from them will make them more comfortable with you as the boss.
4. Give your new employee a welcome tour of the whole department or, if the site isn't too big, the whole site. Make sure they know how to get to the bathroom, emergency exits, cafeteria, etc.
5. Give them a brief summary about the company, its history as well as its mission and objectives.
6. If possible demonstrate your company's products and/or services, paying particular attention to the products relating to the area in which the employee will work. This will make them more secure and confident with the work that they are going to be doing.
7. Explain to your new employee how the company works particularly if the company has any unusual working practices or a different structure than the norm. Again, this will help familiarize them with the company.
8. Tell your new employee about the company's competitors and what is being done to make sure that the company is staying ahead of the competition.
9. Explain in detail your new employee's responsibilities and describe their job functions. Don't leave it to the other employees to teach them the basics unless there is a trained member on the staff who's job it is to train new hires.



10. Let your new employee be aware of what you and the company expect from them. This includes proper work ethics, productivity, teamwork, and appearance.

11. Explain the specific conditions and requirements of employment, including hours, pay, pay periods, holiday pay, sickness provisions, pension, medical benefits, lateness etc.

12. Be very clear about the safety rules, policies, procedures, and regulations. Explain and show proper use of safety devices.

13. Introduce your new employee to his or her co-workers along with a brief description of their jobs and responsibilities.

14. Outline opportunities for promotions and other opportunities.

15. To give them time to acclimatize give them a work buddy, a friendly experienced worker, to show them the job and work with for the first week of two.

Covering all of these basics will help new employees settle in and they will be more efficient able to be contribute much more quickly compared to employees that are just left to their own devices.

About the Author

John Edmond worked for many years in insurance and finance and now writes on a number of topics including small business and finance. For more advice on supervising others go to [6 Ways to help your employees beat work stress and improve productivity](#) or [Small Business Advice](#) for more selected articles on small business management.

Submitted at: <http://www.Content-Articles.com> - WebSite Content and Article Directory

[Discover, Dine and Explore in the San Diego Gaslamp District](#)

Barbara Wade

© 2007, All Rights Reserved

With a rich history dating back two centuries, San Diego's Gaslamp district melds an eclectic mix of modern and historic sites. Its interesting array of activities offer so much to do, you can easily spend days on end exploring the district. Hotel chains as well as independently operated hotels found in the Gaslamp district put you within walking distance of practically everything. With plenty to interest families, couples and solo travelers, an excursion to this popular downtown area makes for an exciting vacation regardless of age.

With humble beginnings, the town of San Diego was originally founded by William Heath Davis in 1850; his own home being the first building constructed. However, the depression ended Davis' dream of developing a thriving waterfront area. That dream would be realized 17 years later under the direction of Alonzo Horton. It wasn't until the construction of the wharf was completed in 1869 that the town began to boom.

Today, you'll find a bustling area in the San Diego Gaslamp district. A wide selection of hotels, over 125 restaurants and coffeehouses plus theaters, casinos and shops make their homes in the 94 buildings located within 16 blocks. The district itself is in a prime location, only three miles from the world-renowned San Diego Zoo and just one block from PETCO Park, home of the San Diego Padres.



World-Class Cuisine

With selections from around the globe, kids and adults alike can find amazingly diverse options for breakfast, lunch and dinner. Time-honored favorites including delis and steakhouses are available as well as Italian, Mexican, Irish and sushi. Those looking for a little culinary adventure can feast at Indian, Thai and Persian restaurants which are also found in the Gaslamp Quarter.



The exceptional cuisine is due, in part, to San Diego's proximity to fresh California produce and artisan products. Locally grown varieties of lettuce, colored peppers, citrus products, peaches and more abound practically year round. In addition, California's cattle population means fresh dairy products are always at hand.

San Diego Luxury Hotel Accommodations

At the heart of the area is the carefully preserved business district of the Gaslamp Quarter in San Diego. Luxury hotel accommodations give you the freedom to explore the area on foot and easily access all the goings-on (and avoid the sometimes difficult task of parking in the Quarter). A short walk back to your room let's you trade shopping bags for baseball tickets or dinner reservations, or take a well-deserved nap.



Tours, Festivals and Entertainment

Filled with regal Victorian architecture, the Gaslamp district is stunning to behold. Virtually all the buildings were constructed in the late 1800s or early 1900s. Taking center stage, fittingly, is the "pillbox" home of William Heath Davis that still stands to this day. But it's what takes place on the streets that is often equally as interesting.

Walking tours are available from professional guides, many of whom adorn period-style costumes. Take an in-depth look at the William Heath Davis house, the Chinese Mission School or numerous other interesting buildings in the Gaslamp district.

If visiting during February, attending Mardi Gras in the Gaslamp is a must. This street festival is reminiscent of the best New Orleans has to offer, including Cajun cooking and Zydeco and jazz music. March introduces the annual Latino Film Festival as well as St. Patrick's Day's Shamrock festival where live bands keep the fun going from morning till night. In addition, spring training for the San Diego Padres gears up in March followed by regular season activity beginning in April. The San Diego Zoo has special happenings during spring and summer including their annual Garden Celebration in May as well as spring and summer camps and sleepover events for both children and adults.



Loosen your belt in June for the Taste of Gaslamp festival when countless restaurants prepare one-of-a-kind recipes and house specialties for all to indulge in. Thankfully, the Rock and Roll Marathon is also held in June with a 26.2-mile course laden with 26 entertainment stages, 40 cheerleading squads as it winds from Balboa Park through the Gaslamp Quarter ending at Point Loma. Fall ushers in another exciting season of Chargers football just a few miles from the Quarter at Qualcomm Stadium.

With so much to see, do and taste in the San Diego Gaslamp district, one day is never enough. To experience everything, plan a longer stay or return to San Diego frequently. The beautiful Southern California weather combined with the diversity and excitement of this remarkable city makes for a perfect getaway all year long.

About the Author

Barbara Wade writes articles for the Hotel Solamar, a hip San Diego luxury hotel in the heart of the gaslamp district. Guests find a unique experience with each stay. Visit Hotel Solamar online at <http://www.hotelsolamar.com>.

Submitted at: <http://www.Content-Articles.com> - WebSite Content and Article Directory

Humor, Can't live without it!

Examining his new will, the old man said to his attorney, "I guess this makes my son and I sort of like football players."

"How's that?" the lawyer asked.

"Well, until I kick off, he doesn't receive."



"Dad, where did I come from?" asks this 10-years-old. The father was shocked that a 10 year old would be asking a question like that. He was hoping to wait a few more years before he would have to explain the facts of life, but he figured it was better a few years early than a few days too late, so, for the next two hours he explained every thing to his son. When he got finished, he asked his son what prompted his question to which his son replied, "I was talking to the new kid across the street and he said he came from Ohio, so I was just wondering where I came from."

Bob and Tom both like to golf. One day Bob went to Tom and said, "Hey look at this great ball!" Tom replied, "What's so great about it?" Bob said, "Well if you lose it, it will beep until you find it, and if it goes into the water it will float. This ball is impossible to lose!" "Wow!", said Tom, "Where did you get that from?" Bob replied, "I found it."

Thank you for your business!

Comlock Security Group Staff

