



ALWAYS AWAKE. ALWAYS ON GUARD.

The First 48 Hours Action Plan

A Broker's Checklist for Securing a Newly Won Commercial Listing

The first few days after winning a commercial listing are critical. Before marketing gains momentum and before regular site activity begins, vacant properties are at their highest risk of theft, vandalism, trespassing, and unauthorized access.

Use this action plan to establish control quickly, protect the property, and demonstrate proactive management from day one.

Within the First 24 Hours

Establish Control Immediately:

- ☐ Complete an external and internal property inspection
- ☐ Identify vulnerable entry points, blind spots, and perimeter weaknesses
- ☐ Secure doors, windows, gates, and other access points
- ☐ Record the property's condition with photographs
- ☐ Install visible surveillance and warning signage
- ☐ Notify key stakeholders that security measures are being implemented
- ☐ Identify high-value assets requiring additional protection



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Within 48 Hours

Strengthen Security and Visibility:

-  Deploy mobile surveillance covering priority areas
-  Confirm cameras provide coverage of entrances, exits, and parking areas
-  Test remote access to live and recorded footage
-  Check exterior lighting and replace any failed lighting
-  Create a baseline property report documenting site condition
-  Schedule regular monitoring and reporting
-  Review access arrangements for contractors, maintenance teams, and property viewings





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Within the First 7 Days

Maintain Oversight and Build Owner Confidence:

- ☐ Review monitoring activity and any security alerts
- ☐ Confirm the property remains clean, secure, and tour-ready
- ☐ Inspect for signs of trespassing, vandalism, or maintenance issues
- ☐ Share an initial property update with the owner
- ☐ Review whether additional security measures are required
- ☐ Confirm monitoring, maintenance, and reporting schedules for the coming weeks
- ☐ Document any actions taken since the property was onboarded

Quick Progress Tracker

Tick the ones that have been completed and ensure any unticked are actioned quickly.

Stage	Complete
Property secured	
Surveillance deployed	
Property documented	
Owner updated	
Monitoring active	
Maintenance scheduled	