

# Quick Reference Guide: Safeguarding Property



Ways to Minimize  
Risk of Loss,  
Damage, Theft: ✓

1. Secure Access
2. Training
3. Monitoring

If loss, must:

1. Investigate
2. Document
3. Notify

Can't use for  
non-Grant  
activities  
(without  
approval)



Must safeguard  
from loss &  
mis-use