Route 21 Corporate Park
Irene 0062
P.O. Box 444
Centurion.

CRIME UPDATE.

In the past two months the park has been targeted by criminals stealing laptops out of office buildings.

Several buildings have been targeted and criminals enter the park with cloned number plates, disks and stolen ID documents.

All the buildings that they had entered were locked with only a magnetic lock. These locks can easily be forced open with minimum force and will also be released during load shedding if there is no battery back-up in the building.

Please ensure that buildings are securely locked when staff go home.

Please also report any suspicious vehicle or individual, in or around your premises to the control room immediately.

The POA are currently investigating several options to try and make it more difficult for criminals to enter the park. Feedback will be provided as soon as more info is available.

Please ensure that this letter is forwarded to tenants as well.

Jaco Bierman.
Park Manager

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TENANT SAFETY TIPS

ROUTE 21

- ✓ Ensure that all the alarm systems (panic and burglar alarms) in the building/s are in good working order, and tested where appropriate.
- ✓ Ensure that the CCTV system is fully functional at all times and strategically placed to capture vulnerable / important areas within your premises.
- ✓ Ensure that all doors and windows are closed, including bathroom windows. This will ensure your alarm system functions optimally.
- ✓ Ensure to check perimeter fence on a daily basis these include electric fence where applicable.
- ✓ Ensure , where applicable, to double check pass-outs, delivery notes, invoices, etc. and other control measures are verified and tightened in order to prevent pilferage/loss of equipment/assets.
- ✓ **Lock internal doors, if possible, to deter internal movement of any intruders.**
- ✓ Do not leave any keys with security, to reduce the risk of robbery.
- ✓ Do not leave your reception areas unattended where applicable.
- ✓ A comprehensive lock-and-key audit should be conducted. Identify possible key replacement requirements. Avoid that duplicate keys are being used without any track record.
- ✓ Closing and opening times are deemed most exposed to theft and robbery. Maintain the appropriate co-ordination with the Servest Security team to minimise the risk of theft and robbery.
- ✓ Arrange and ensure to escort/monitor contractors on site and areas they are supposed to work. Always remain vigilant on their whereabouts.
- ✓ All vehicles and machinery which are not going to be used, should be parked and locked in a secure environment and the keys should be locked up in a safe-designated location.
- ✓ Secure all valuable items such as laptops, televisions, cell phones, projectors, safe keys, petty cash boxes, radios, DVD players etc.
- ✓ Minimise the handling of cash on site in order to reduce risk of robberies. Ensure that sound precautions are followed when moving cash from the premises.
- ✓ Refrain from keeping large amounts of cash and be extra vigilant during opening and closing times.
- ✓ It is imperative that all staff be briefed on how to handle incidents that may occur.
- ✓ Effective cash management systems are to be in place at all times.
- ✓ Ensure that emergency numbers are visible/ available for all staff.



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Security, a division of Servest Proprietary Limited (Company Registration No. 1997/006391/07)
PSIRA 213926
Division Directors: N Khuzwayo; KP Mokoti; T Dietsiso; MA Bauer; A Kruger.
Directors: KJ Fine (Group Chairman)*; LL Langa; AR Maggs (Group Financial Director); SP Sepeng*; DC Zietsman (Deputy Chairman)*.

*Non Executive Director