



***Aspire*Assist 24/7 HelpDesk**

**Security Services**

*London*



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## Security Services



### Security Control Room

The security for the building, estate and public realm is managed by Security Officers who are all fully licensed in accordance with SIA Regulations.

A team led by a Security Manager, including Shift Supervisors and Security Officers will be on site 24 hours a day, 365 days a year. This operation is managed from the Security Control Room (SCR) and all of our Security Officers are easily identifiable by branded corporate wear. Smaller sites which don't have 24 hour teams are run by a Security Supervisor and will get regular out of hours site visits (mobile patrol).

### CCTV

Cameras are located throughout the common areas of the building, within the lifts and throughout the public realm and estate; the system is operated from the SCR. The CCTV systems record 24 hours per day and are managed in accordance with the **Data Protection Act & GDPR Regulations**.

### Loading Bay

The loading bay is manned by a member of the security team. The loading bay is not to be used for the storage of goods, but for loading and unloading only. Deliveries arriving out of hours will only be accepted if there is a staff member on site to sign for and take delivery of the item unless specific arrangements have been made.

Only the goods lifts can be used to transport deliveries to an occupier's demise. For abnormal loads which could potentially cause damage to the fabric of the building, it will be necessary to agree the precise route of entry and ensure that relevant parts of the building, are adequately protected. All protection works are to be carried out at the expense of the occupier and if appropriate, a Schedule of Condition will be prepared by the Building Management Team in advance of the delivery to prevent later disputes.





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