



To: All Owners/Tenants of
Lippo Centre

6th April 2011
LIP/95.1/14151/KS

By Email or By Hand

Dear Owners/Tenants,

RE: **OFFICE SECURITY BEFORE LONG HOLIDAYS**
LIPPO CENTRE, 89 QUEENSWAY, HONG KONG

With Easter holidays approaching, we would like to remind all occupants to take particular care with regard to the security of their Offices before and during long public holidays.

Please ensure that all cash and small items of value are locked in a safe place when Offices are unattended and as an additional precaution, we recommend that all Offices with glass entrance doors be **fitted with the extra security lock** which is available to all owners/tenants through the Management Office.


Please also be reminded to **conserve energy and switch off all lights** during the holiday period.

To complement our efforts at reinforcing security at Lippo Centre, we would also request your co-operation on the following:

1. Please report any suspicious persons, objects or activity to our management staff either in person or by telephone no. 2524 1772.
2. Please advise our management office when the last member of staff in your office leaves the building. In addition, please inform the management office if you intend to close your office during non-holiday periods.
3. Please make sure both the upper and lower lock of your office entrance doors are securely fastened before leaving your office as sole reliance on digital lock or only upper/lower lock will seriously undermine the security of your premises.
4. If you normally secure your premises via a padlock, please let us know so our patrol staff can ensure that your premises are secure.

Should you require any further information regarding security, please do not hesitate to contact me on 2524 1772.

Yours sincerely
for and on behalf of
Savills Property Management Limited


Katy Shek
Assistant Manager, Asset Management Services

Over 200 offices and associates throughout the Americas, Europe, Asia Pacific, Africa and the Middle East.
Savills Property Management Limited

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Cert. No.: IMS 66249



Cert. No.: FS 33840



Cert. No.: OHS 61688



Cert. No.: EMS 83447

致：力寶中心 各業戶

參考編號：LIP/95.1/14151/KS

有關：長假期前辦公室保安措施 - 力寶中心

復活節長假期將近，本公司謹此呼籲各業戶提高防盜意識，在假期前加強辦公室保安措施。

請避免將現金或貴重物品存放於辦公室內，假如需要亦必須妥善存放於安全位置並鎖好。為加強門禁，如辦公室大門為玻璃門，本公司建議額外加裝掛鎖(Pad Lock)。借用掛鎖之手續請向管理處查詢。

與此同時，為節約能源，如公司休息請緊記關掉電燈。

嚴密妥善的保安實有賴各業戶之通力合作。在此，我們希望各業主能夠：

1. 假如在大廈內發現任何可疑人士或物品，請即聯絡管理處職員，電話：2524 1772。
2. 請每天最後離開單位的員工，離廈時通知管理處職員。此外，如 貴公司休息，請提早通知管理處，以加強巡邏。
3. 請於每天離開單位時檢查清楚大門上下鎖及掛鎖均妥善鎖好。切勿只依賴電子鎖或只鎖上其中一個掛鎖。
4. 如單位門戶一向有使用掛鎖(pad lock)，請通知管理處職員，以方便巡邏同事發現有單位漏鎖門戶時，可即時通知業戶或代為加鎖。

上述措施及呼籲謹為保障各業戶之安全，倘對 貴業戶做成任何不便，祈請見諒。

如對上述事宜有所垂詢，請致電 2524 1772 與本人聯絡。

第一太平戴維斯物業管理有限公司
助理經理 - 資產管理
石惠恩

二零一一年四月六日