

FH/

27th February 2015

Dear Sirs,

Security at 14 & 15 Links Place, Edinburgh

Following the recent incident on the evening of 18th February 2015 at both 14 and 15 Links Place we would ask that you remind all staff and cleaners of the importance of maintaining security in the buildings.

It would appear that an intruder to both buildings was allowed access, without being challenged, by personnel exiting through the rear doors after the Commissionaires had left for the night.

We appreciate that it is perhaps not always appropriate to approach anyone at the rear door but no access should be given to anyone without a fob or key. In these instances the visitor will require to use the door entry intercom to contact the tenant they require.

The repairs to the rear door will be carried out as soon as the relevant parts are available but in the meantime we will continue to provide 24hour security at the premises.

We appreciate your continues understanding and assure you that we will endeavour to have the rear doors repaired as soon as possible.

Yours faithfully
for C & W Assets Limited