



Parkview Towers Security Plan/Procedures

700 Browning Rd

Collingswood, NJ 08107

Front Desk Security Procedures

Hours of Operation: Sundays-Thursdays 1500-2200, Fridays & Saturdays 1500-0000

IronRock Security will be manning the lobby area of Parkview Towers 7 hours a day Sunday-Thursday 1500-2200, and 9 hours on Friday & Saturday 1500-0000. This position is a key point to deter unwanted visitors/solicitors and to maintain the safety of residents/complex. The following are their key responsibilities:

- Enforcing access control and assuring that only authorized personnel enter the building
- Greeting, checking in, and directing visitors
- Maintaining constant surveillance of assigned areas via CCTV
- Writing accident and incident reports for any suspicious activities or safety hazards

Any resident entering the building without a keyfob will need to show proof of residence (ID).

All visitors & food deliveries must sign in with the front desk. Security will call the apartment, identify the visitor and ask whether or not they should be allowed up. If the answer is yes, have the visitor sign the logbook stating name, date, time, and unit visiting. If not, politely ask the visitor to leave.

If there is no answer, wait a few minutes and try again. In the event no one is home, politely ask the visitor to leave.



In the event an unauthorized visitor attempts to gain access without permission, Security will notify the supervising roving guard. If it further escalates, the supervisor will reach out to the Collingswood Police Department.

Rover Patrol Security Procedures

Hours of Operation: Sundays-Thursdays 1500-2200, Fridays & Saturdays 1500-0000

IronRock Security will have a Supervisor patrolling all 4 buildings and complex area of Parkview Towers 7 hours a day Sunday-Thursday 1500-2200, and 9 hours on Friday & Saturday 1500-0000. The following are the rover's key responsibilities:

- Foot patrols around the complex
- Building Inspections (Checking Doors/Locks/Stairwells/Garage)
- Handle all emergency situations on property including trespassers
- Investigate disturbances or suspicious activities
- Relieve co-workers and back-up during emergency situations
- Supervise stationary guards

Time Table

1/19/22 - Premier Properties will send a notice to all residents that security will be starting on the 24th, and that their visitors will be required to sign in during the hours of 3:00 PM and 10:00 PM.

1/19/22 - IronRock will provide Premier Properties along with the CPD copies of the SOP for Parkview Apartments for any comments or revisions.

1/21/22 - Premier Properties will provide IronRock with a list of tenants and their phone numbers.

1/22/22 - Premier Properties will place signage in the lobby regarding the visitor sign in requirements.

1/24/22 - Stationary guards start in each of the buildings.

2/12/22 – IronRock Roving Supervisor replacing the current roving patrols.

2/15/22 - Premier Properties will provide the security guards with tablets/laptops to monitor the CCTV of each building.