

Complex Name: _____
 Address: _____
 Phone#: _____

**Community Safety Guidelines for
 Apartments and Residential Properties**
 NEW JERSEY INSTITUTE OF TECHNOLOGY POLICE DEPARTMENT
 973-596-3120



GENERAL

Crime Statistics discussed with complex representative.

YES	NO	N/A	EXTERNAL DOORS	YES	NO	YES	NO	YES	NO	YES	NO
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are exterior doors either solid core or metal. (No Hollow Core)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are hinges pinned if doors open outward?	N/A	<input type="checkbox"/>	N/A	<input type="checkbox"/>	N/A	<input type="checkbox"/>	N/A	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do doors have peepholes if there is no clear glass installed in door?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do deadbolt locks work properly and have a 1 inch bolt throw?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is there a blocking device in the upper track of the sliding glass door to prevent the door being lifted from the track? (Applies only to outward sliding glass doors.)	N/A	<input type="checkbox"/>	N/A	<input type="checkbox"/>	N/A	<input type="checkbox"/>	N/A	<input type="checkbox"/>

Is apartment complex street address visible from the main entrance?

Are building numbers or letters readily visible from parking lot?

Are numbers and/or letters at least 3 inches tall?

Are numbers and/or letters in contrasting colors to their background?

LIGHTING/SHRUBS

Are parking lots lit from a maintained light source?

Are doorway/porch lights available, and is there a maintenance plan?

Are walkway lights available, and is there a maintenance plan?

Are stairwell lights available, and is there a maintenance plan?

Are tree limbs and shrubs in front of apartment windows and entryways trimmed to improve visibility of persons on the ground?

YES	NO	N/A		YES	NO	YES	NO	YES	NO	YES	NO
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are double doors (such as French doors) provided with mechanisms to immobilize (e.g. cane bolts)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	List secondary sliding door devices present. Pin(P), Charlie Bar(CB), Anti-Slide Lock(AL), Lexan Hinge(LH),Other(O)	_____	_____	_____	_____	_____	_____	_____	_____

Apt.#/Floor Plan

OPTIONAL FEATURES

Is there an alarm system installed?

Is there perimeter fencing?

Do you have the number for NJIT PD in your house?

Grates on first floor windows

YES	NO	N/A	MISCELLANEOUS	N/A	YES	NO	N/A	YES	NO	N/A	YES	NO
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is there attic separation between apartments or secured attic access panel to prevent access from above?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are fire extinguishers available and charged?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are smoke detectors installed and operational?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are window/wall air conditioner units firmly secured?	N/A	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are locks re-keyed or changed prior to new tenant moving in?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Apt.#/Floor Plan

Please describe additional safety features below (attach additional pages as necessary)

Date Site Checked: _____
 Unit #s Checked: _____
 Site Checked By: _____
 Complex Representative Present: _____

Approved:
 Disapproved:
 Conditional:

Past crime is the best indicator of future crime. Should your property experience the occurrence of criminal activity, you should immediately report all criminal and suspicious acts to NJIT Police. This report is only advisory in nature and is not intended to identify or warrant the adequacy of all present and/or future safety measures whether or not recommended.

