



Designing crime out of your apartment



This checklist has been developed as a guide for assessing an apartment's resistance to crime. Answering "No" to a question indicates areas where you could take action to improve the security of your apartment.

Landscaping

Your garden should be maintained to maximise visibility of your apartment block and reduce hiding places. Tree branches should be maintained so they can't be used to access or obscure upper storey windows and balconies. Perimeter fencing offers access control and privacy, however, it should be visually permeable (easily seen through) to allow for natural surveillance and to minimise opportunities for concealment.

| Question | Yes | No | Comment | Date to be fixed | Completed |
|--|--------------------------|--------------------------|---------|------------------|--------------------------|
| Are shrubs and bushes trimmed so they don't block visibility into your apartment? | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> |
| Are trees maintained so they can't be used as natural ladders to upper storey levels? | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> |
| Does the fence around your apartment block allow for natural surveillance from the road and/or footpath so people trespassing can be seen? | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> |

Lighting

Adequate lighting should be installed around the perimeter of your apartment block, particularly over entry/exit points to increase visibility at night and in common areas (e.g. shared laundry, stairwells). Consider installing motion sensor lights and/or light timers to turn lights on/off.

| Question | Yes | No | Comment | Date to be fixed | Completed |
|---|--------------------------|--------------------------|---------|------------------|--------------------------|
| Are the access points to your apartment block (e.g. front gate, driveway, footpath) adequately lit? | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> |
| Does your apartment block have adequate lighting installed at entry/exit points? | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> |
| Does your apartment block have adequate lighting installed in the common areas? | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> |

Windows

External windows and frames should be of a solid construction. All windows should be fitted with quality key-operated locks that meet Australian Standards (AS4145.1, AS4245.2-2008) and locked when not in use. Existing glass can be laminated or reinforced internally with a shatter-resistant adhesive film to restrict access.

| Question | Yes | No | Comment | Date to be fixed | Completed |
|---|--------------------------|--------------------------|---------|------------------|--------------------------|
| Are windows of a solid construction? | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> |
| Are windows fitted with quality locks? | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> |
| Are windows kept locked when no one is at home? | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> |
| Are windows reinforced with shatter-resistant adhesive film or laminated glass? | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> |

Doors

External doors and frames should be of a solid construction and fitted with quality deadlocks that meet Australian Standards (AS4145.1, AS4245.2-2008). Fire regulations must be met to enable occupants to escape during emergencies such as fires.

Installation of a peephole will help you identify people at the door before opening it. If you don't have security doors ensure you always latch a chain on the door before opening it. Also, consider installing patio bolts on sliding doors for added security of your home.

Never leave your balcony doors unlocked or open even in warm weather. Ensure there is nothing near your balcony that a potential offender could use as a ladder to access your property, such as garbage bins or trees.

| Question | Yes | No | Comment | Date to be fixed | Completed |
|---|--------------------------|--------------------------|---------|------------------|--------------------------|
| Are all external doors and frames of a solid construction? | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> |
| Are all doors fitted with quality locks that are in good working order? | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> |
| Are all doors locked and keys removed from locks when no one is home? | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> |
| Does your entry door have a peephole installed at a suitable height? | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> |
| Does your apartment have security screen doors? | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> |
| Is there external access to the balcony (including access that may be gained by other means such as trees)? | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> |
| Do you always leave your balcony door locked? | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> |

Letterbox

You should keep your letterbox locked to limit access to your mail. Important documents posted to you (e.g. credit card and bank statements) may be stolen by an identity thief and used fraudulently.

| Question | Yes | No | Comment | Date to be fixed | Completed |
|---|--------------------------|--------------------------|---------|------------------|--------------------------|
| Does your letterbox have a secure lock? | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> |
| Do you keep your letterbox locked? | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> |

Garage

Garage doors should be securely locked to restrict access and theft. Don't store valuables in your vehicle and keep your vehicle locked when not in use, even when parked in a locked garage. Ladders, wheelie bins, tools and other valuable equipment should be locked away/secured when not in use, so they can't be stolen or used to gain entry to an apartment. Valuable items left unsecured may attract offenders onto your property.

| Question | Yes | No | Comment | Date to be fixed | Completed |
|---|--------------------------|--------------------------|---------|------------------|--------------------------|
| Can your garage be securely locked? | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> |
| Do you keep your garage locked? | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> |
| Do you keep your vehicle locked when it's in your garage? | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> |
| Do you remove valuables from your vehicle when parking it in your garage? | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> |
| Are ladders, wheelie bins, tools and valuable equipment locked away? | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> |

Intruder alarm systems

Research has shown that monitored/back-to-base intruder alarm systems are more effective as they alert your security company of intrusions, resulting in a quicker response.

Intruder alarm systems should be manufactured and installed to the Australian/New Zealand Standard (AS/NZS 2201.5:2008). The system should be designed to provide maximum coverage of the home and garage. Remember to regularly check the battery and test the system.

| Question | Yes | No | Comment | Date to be fixed | Completed |
|--|--------------------------|--------------------------|---------|------------------|--------------------------|
| Does your apartment have an intruder alarm system installed? | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> |
| Does the intruder alarm system include your garage? | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> |
| Is the intruder alarm system monitored/back-to-base? | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> |
| Do you regularly test your alarm system and check the battery? | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> |
| Do you have an alarm system sticker displayed to deter possible intruders? | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> |

Property identification

Record descriptions/model/serial numbers and photos of property for easy identification. Ensure these records are secured safely. Mark your property with a traceable number (e.g. your drivers' license number) for identification. Your local Library, Police Station or Neighbourhood Watch may have an engraver; or an ultra-violet pen you can arrange to borrow.

| Question | Yes | No | Comment | Date to be fixed | Completed |
|--|--------------------------|--------------------------|---------|------------------|--------------------------|
| Do you have an up-to-date inventory of your home contents, including photos? | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> |
| Are the inventory and photographs stored securely? | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> |

| | | | | | |
|---|--------------------------|--------------------------|--|--|--------------------------|
| Are your household valuables engraved or marked for easy identification? | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> |
| Do you have a sticker in your window advising that household property has been marked for identification to deter possible intruders? | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> |

Safe, key and valuable controls

Consider installing a safe for added security for your valuables. Safes should be manufactured and installed to the Australian/New Zealand Standard (AS/NZS 3809:1998). The safe should be concealed, securely anchored to the foundations and kept locked when not in use.

Keys (including vehicle keys) should not be left in locks or in plain sight, as thieves may use them to gain entry to your home and/or steal your vehicle. Spare keys should not be hidden outside the home, but left with trusted family/friends.

Limit the amount of cash kept at home, as this is often not covered by insurance. Also secure jewellery and do not keep valuables in plain sight.

| Question | Yes | No | Comment | Date to be fixed | Completed |
|--|--------------------------|--------------------------|---------|------------------|--------------------------|
| Do you have a safe installed? | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> |
| Is the safe securely anchored out of plain sight? | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> |
| Are your valuables (including your wallet and mobile phone) and jewellery secured and out of plain sight? | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> |
| If you keep cash at home, is it stored securely out of plain sight? | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> |
| Are keys (including spare keys and garage door remote controls) kept out of plain sight (e.g. not on a key hook hung on a wall)? | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> |

Further information

For additional information on home security go to www.crimeprevention.nsw.gov.au/cpd/protecthome.html

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This checklist has been prepared by the Department of Attorney General and Justice for general use. We hope that through public use of the above checklist, the likelihood of crime will be reduced and personal and community security will increase. This checklist does not guarantee that all security risks have been identified or that the area evaluated will be free from criminal activity. ISBN 978-1-921301-62-9