

# MULTI-FAMILY RESIDENCE SECURITY SURVEY FORM AND REFERENCE MATERIAL

SDPD Neighborhood Policing Resource Team

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This paper contains reference material for the various elements of a multi-family residence security survey. The section numbers correspond to the areas of evaluation in the survey form that is included at the end of this paper. They are: (1) Doors and Gates, (2) Windows and Other Openings, (3) Lighting, (4) Utilities, (5) Landscaping, (6) Premises Identification, (7) Parking Facilities, (8) Property Condition, (9) Cameras, (10) Letter of Agency, and (11) Signs. The letters correspond to the specific items assessed in the attached survey form. Items that need attention should be checked and corrective measures identified from this material.

This material deals with the physical elements of the residence, not personal safety and security at home. Prevention tips for the latter are in a file entitled *Personal Safety and Security* on the SDPD's website at [www.sandiego.gov/police/prevention/tips.shtml](http://www.sandiego.gov/police/prevention/tips.shtml).

You can also call the SDPD Community Relations Officer (CRO) in your area to arrange for a free security survey. SDPD division addresses and phone numbers are listed below.

## SDPD AREA STATIONS

Central	2501 Imperial Ave. SD 92102	(619) 744-9500
Eastern	9225 Aero Dr. SD 92123	(858) 495-7900
Mid-City	4310 Landis St. SD 92105	(619) 516-3000
Northeastern	13396 Salmon River Rd. SD 92129	(858) 538-8000
Northern	4275 Eastgate Mall SD 92037	(858) 552-1700
Northwestern	12592 El Camino Real SD 92130	(858) 523-7000
Southeastern	7222 Skyline Dr. SD 92114	(619) 527-3500
Southern	1120 27th St. SD 92154	(619) 424-0400
Western	5215 Gaines St. SD 92110	(619) 692-4800

## REFERENCE MATERIAL

### 1. DOORS AND GATES

#### a. Single Door Construction

Single-swing wooden doors are either of solid or hollow core construction. All unit doors should be solid, at least 1-3/4 inches thick, and have a deadbolt lock.

#### b. Deadbolt Locks

Doorknob locks offer no security. Burglars can easily defeat them. All exterior doors and interior doors to garages should have an additional high-quality deadbolt lock.

Deadbolt locks are of two basic types, single-and double-cylinder. The former has a thumb turn on the inside. The latter requires a key to lock or unlock the door from either side. It is not permitted in the Fire Code. Deadbolts should have the following characteristics:

- Throw of at least 1 inch
- Free-spinning and tapered or angled outer edge of the cylinder guard to make it difficult for a burglar to twist off the lock.
- Solid brass, bronze, or steel exterior
- Steel rods or bolts at least 1/4-inch in diameter connecting the exterior of the lock to the inside part
- 5-pin tumbler system locking mechanism
- Changeable locking cores
- Resistant to “bumping”

For rental units landlords are required to install and maintain an operable deadbolt lock on each main swinging entry door, and to install and maintain operable window security or locking devices for windows that are designed to be opened. See California Civil Code Sec. 1941.3 for these requirements and certain exceptions.

#### c. Other Door Hardware

**Peepholes** with a wide-angle (180 deg) viewer should be installed in exterior doors to allow persons at the door to be identified without them knowing they are being observed.

**Hinges** should be located on the interior side. Doors with exterior hinges can be a problem if their pins can easily be removed. Then the door can be opened from the outside. Pins can be secured in various ways, depending on the construction of the door and frame. One way to secure pins in solid wood doors and frames is as follows:

- Drill a 1/2-inch deep hole in the side of the door just above the hinge.
- Insert a 1-inch screw or nail in the hole and leave 1/2 inch protruding.
- Close the door until the screw or nail contacts the frame.
- Drill a 1/2-inch deep hole in the frame at this point. The screw or nail will fit into this hole when the door is closed to secure the door.

**Strikes** are the metal plates that are attached to the doorframe or jamb to receive the latch or bolt throw. They should be of heavy-duty construction and installed with at least 4 screws that are 3 to 4 inches long and anchored securely into a wall stud. Otherwise, they become a weak link in door security.

#### **d. Sliding-Glass Doors**

Exterior sliding-glass patio-type doors must be secured to prevent both horizontal and vertical movement. Deadbolt locks provide the greatest security. Less effective secondary locking devices include the following: a pin in the upper track that extends downward through the inner door frame and into the outer door frame, a thumbscrew-type lock mounted on the top or bottom track, a wooden or metal dowel placed snugly in the lower track to prevent horizontal movement, and a metal strip or a few metal screws in the track above the door to prevent vertical movement.

#### **e. Lobby Doors**

The doors to the building's lobby should be locked when no receptionist or security guard is on duty. (It is assumed that the building has one main entrance.) Residents should be given access cards to open these and other common-use doors in the building. Cards are preferred cannot be duplicated, a record can be kept of their use, they can used on other gates and doors, and they can be deactivated when reported lost or stolen, or when the resident leaves. All doors should have springs that close them securely after a person goes through.

#### **f. Gates to Fenced Building**

Residents should use access cards to open the pedestrian gates. Gates that are opened on the inside by a handle or knob should have shields that prevent a person from reaching in to open them. They should also be tall enough so that a person cannot reach over the top to open them. And if a gate has a beveled latch, it should be shielded so a person cannot insert a wire or bar between the frame and the gate and push in the latch. Gates that are opened on the inside by a push bar should be solid or have a solid metal or plastic shield on the inside of the gate that extends at least two feet above and below the push bar. The shield should be designed to prevent a person from opening the gate from the outside by looping a wire through the gate and pulling on the push bar, or reaching in and pushing the bar. All gates should be at least 6 feet high and have springs that close them securely after a person goes through.

Residents should also use access cards to open the vehicle gates. They are preferred over remote clickers because they would not be left in the vehicle for a thief to use to get a vehicle off the property. These vehicle gates should also control pedestrian access.

#### **g. Visitor Entry**

A telephone-entry system should be installed outside the lobby door to enable residents to "buzz in" their visitors. A system should also be installed outside the main pedestrian entry gate if the building is fenced.

#### **h. Alarmed Exit Doors and Gates**

Measures are needed at all the building's exit doors and fence gates to prevent them from being propped open for reentry or unauthorized entry, but still open quickly from the inside in an emergency. These include audible alarms that also notify building security or management that a specific door or gate is open, alarm-activated cameras, card-egress systems, and delayed-egress hardware. In the case of a fire, card-egress and delayed-egress systems would be overridden by the building's fire alarm system.

#### **i. Emergency Police Access to Secure Buildings**

Provisions should be made for emergency access by Police Department personnel if there will be times when no one will be present to admit them. Because patrol cars do not carry door or gate keys, the Department prefers access by a numerical keypad or telephone-entry system. An entry code should be provided to the Department for use at the lobby doors and the main pedestrian entry gate. It would be stored in the Department's computer system and transmitted in dispatch messages to officers who need to enter the property. The property manager should call the CRO in your area to have the code entered in the SDPD's PIN (Premises Information) file.

## 2. WINDOWS AND OTHER OPENINGS

### a. Secondary Locking Devices

*Double-hung sash* windows can be secured by drilling a hole that angles downward through a top corner of the bottom window into the bottom corner of the top window on both sides of the window, and placing an eyebolt or nail in the hole to prevent the window from being opened.

*Louvre* windows are difficult to secure because the individual panes can easily be removed. This can be made more difficult by applying a two-part epoxy resin to glue the panes together. However, it is much better to replace this type of window with solid glass or some other type of ventilating window.

*Casement* windows can be secured with key-locking latches. Make sure that the protrusion on the window that the lock is attached to is made of steel and not worn, and that the window closes properly and is not bowed or warped.

*Sliding-glass* windows can be secured by the secondary locking devices described in Sec. 1.d for sliding-glass doors.

### b. Viewing Windows

Viewing windows in the door or near the lock side of entry doors should be made of laminated glass or a clear acrylic plastic. This will prevent a burglar from breaking a hole in the window and reaching in to unlock the door.

### c. Grilles and Bars

Horizontal and vertical bars provide excellent security as long as the retaining bolts cannot be removed from the outside. However, bars on windows in sleeping rooms and emergency escape or rescue windows in basements must meet Fire Code requirements for release mechanisms to permit escape from the inside in case of a fire.

### d. Other Openings

Pet doors, crawl spaces, ventilation windows, and other openings should also be secured. And make sure that window air conditioners are installed securely and cannot easily be removed from the outside.

Doors to storage rooms and outside sheds, hot water heater enclosures, electrical fuse boxes, etc. should be kept locked at all times. Padlocks need to withstand assaults with a large bolt cutter or pry bar. They should have the following characteristics:

- Hardened steel shackles at least 9/32 inches in diameter. Stainless steel or heavier shackles offer additional security.
- Double-locking mechanism at the fixed and movable ends (heel and toe).
- 5-pin tumbler.
- Key opening. Combination locks typically have very weak bodies.
- No readable key code numbers. Numbers on the lock should be recorded and eliminated.
- Key retention, which prevents the key from being removed when the lock is open. This reminds people to keep the lock closed so that someone cannot “borrow” it to have a key made.

It is even better to use a shielded (shrouded-shackle) padlock that is designed to protect against bolt cutters. Padlocks should be kept closed when not in use to prevent their removal.

### **3. LIGHTING**

#### **a. Exterior Lighting at Night**

Uniform exterior lighting is important, particularly where there are dark areas on the property. Floodlights installed under eaves can illuminate these areas and expose a person next to the building. Timers or photoelectric cells can be used to turn lights on at dusk and off at dawn. And motion sensors can be used to turn lights on when any motion is detected. Streetlights or lights from adjoining properties should not be relied on for lighting the property at night. Areas that need especially good lighting are doorways, parking lots, driveways, pathways, stairways, laundry room entrances, and cluster mailboxes.

It is also important that burnt-out bulbs are replaced promptly, wire covers be installed over lights to protect them from vandals, and lights directed so they don't shine into the eyes of passing motorists or police patrols

#### **b. Interior Lighting**

Good interior lighting is needed in the building's common areas, i.e., in hallways, stairwells, elevator lobbies, laundry rooms, etc.

### **4. UTILITIES**

#### **a. Electrical Power**

Because appliances, lights, and security systems work on electrical power it is important that measures be taken to prevent someone from disrupting the power. At a minimum, external circuit breakers should be installed in a sturdy box with a shielded padlock.

#### **b. Telephone Lines**

Telephone lines should also be secure, especially those that carry signals to alarm companies. External boxes that contain the lines should be sturdy and have a shielded padlock.

#### **c. Backflow Preventers**

Domestic water backflow preventers are being stolen for their brass and copper fittings. These devices should be protected from theft. The following measures should be considered: (1) painting it to make the metal is less valuable, (2) camouflaging it with fake rocks, (3) hiding it in a bush or hedge and painting it green, (4) enclosing it in a protective cage or box that is mounted securely to the ground with tamper-proof locks, and (5) installing a locking-cable system with shielded-shackle locks and a concrete foundation.

### **5. LANDSCAPING**

#### **a. Denying Hiding Places**

Well-trimmed landscaping deters criminals by denying hiding places and allowing good visibility on the property. Canopies of mature trees should be maintained at least 8 feet above the ground. Bushes should be trimmed to less than 3 feet except where privacy or environmental noise mitigation is a primary concern, or where higher plants would not block any windows, lighting, or provide hiding places. For example, higher bushes or trees with lower canopies could be planted next to a blank wall or the side of a home.

#### **b. Defensive Plants**

Locate plants with prickly leaves or thorns like bougainvillea and natal plum below windows and along fences as barriers to control access.

### **c. Tree Trimming**

Trees should be trimmed so that limbs do not provide access to roofs and second-story windows, or a means of getting over fences and walls.

## **6. PREMISES IDENTIFICATION**

### **a. Visible Address and Unit Numbers**

Good premises identification is needed to enable the police, fire, and other service providers to find the building and a particular unit quickly in an emergency. Address numbers must be on a contrasting background and located above the doorway or in a position where they are plainly visible and legible from either direction of approach from the street fronting the property. They must be at least 12 inches high on multiple-unit residential buildings and should be lighted so they can be seen at night. Numbers at least 6 inches high must be used to indicate a range of unit numbers in a building.

Where a building is set back from the street or road fronting the property and its address number is not clearly identifiable from the street, the number must also be posted on a monument sign at the street driveway serving the building.

### **b. Floor Plans in Lobby**

The building's floor plans with unit numbers should be displayed in the lobby to assist officers in locating the manager's office and a particular unit.

## **7. PARKING FACILITIES**

### **a. Common Garages**

Parking garages are known to be likely settings for crime. They should have good lighting, gated vehicle entrances and exits, glossy white or light-colored walls and ceilings, columns instead of walls as interior structural elements for good interior visibility, and open or visible interior elevator lobbies.

If the property is not fenced, overhead or sliding gates should be installed to control both vehicle and pedestrian access. Residents should use access cards to open these gates to enter or leave the garage or structure. Cards are preferred over remote clickers because they would not be left in the vehicle for a thief to use to get a vehicle out of the garage or structure. Separate entry and exit gates that are one-vehicle wide are preferred because vehicles cannot exit and enter at the same time when a gate is open. Gates should also have an anti-tailgating feature that will start the gate closing as soon as a vehicle goes through. Vehicle gates for a fenced building are considered in Sec. 1.f above.

### **b. Individual Garages**

The best way for residents to prevent crimes involving their vehicles is to keep them in their garages. However, too often people use their garages for storage or other things and park their vehicles on their driveways or on the street where criminals have easy access to them. Although San Diego Municipal Code (SDMC) Sec. 142.0510(a) states that "Required *off-street parking spaces* ... shall be used only for parking operable vehicles." Building rules should prohibit residents from using a garage for anything other than a vehicle.

### **c. Garage Door Hardware and Windows**

*Electric garage door openers* are generally effective in securing garage doors. A multi-frequency opener should be used to prevent the door from being opened by other radio signals.

**Hardened steel hinges, hasps, and padlocks** should be used to secure lifting garage doors. Padlock characteristics are listed in Sec. 2.d. Additional security can be provided by installing *cane bolts* or *sliding hasps* on the inside of the door. The door should also be mounted so that the bottom cannot be lifted up to enable someone to crawl in.

**Windows** should be made of unbreakable glass or plastic that a burglar cannot easily break and reach in to unlock the door. They should also provide one-way visibility from the inside so a burglar cannot see into the garage.

#### **d. Deadbolt Lock on Door to Unit Interior**

Where there is a door from the garage to the unit interior, it should also have a deadbolt lock.

#### **e. Carport Locations**

Carports should not be located under the building because vehicles and people in them are completely hidden from view. Parking under the building should be in individual garages, never in open carports. Also, carports should not be located next to the building because their roofs block views of vehicles and people in them from the upper floors of the building. Carports should be located along a perimeter wall or fence where their roofs would not block views of the vehicles from the building. And carport roofs should be supported by columns, not by walls. This allows better visibility of the vehicles under them, especially from the ground level.

#### **f. Vehicle Gates for Unfenced Buildings**

If the building is not fenced, simple swinging arm gates can be installed on the vehicle entry and exit driveways to help prevent vehicle thefts.

#### **g. Resident and Visitor Parking Space Designation**

All residents' spaces should be numbered so the exact location of vehicle thefts and break-ins can be reported. This will help in improving security, e.g., by installing additional lighting and surveillance systems. However, unit numbers should not be used because an empty space might indicate an empty unit.

Visitors' spaces should be clearly designated in an open parking area, i.e., not within a gated area where residents' vehicles are parked. Residents should not be allowed to park in them.

#### **h. Signs for Towing Unauthorized Vehicles**

Signs on private property prohibiting public parking (or stating that parking is for residents and visitors only) and indicating that unauthorized vehicles will be removed at the owner's expense should cite California Vehicle Code Sec. 22658(a) and must contain the telephone number of the local traffic law enforcement agency. The SDPD number for towing impounds is (619) 531-2844. And as of January 1, 2007 the name and telephone number of each towing company that is a party to a written towing authorization agreement with the property owner or possessor must be added to the sign. The sign must be displayed, in plain view, at all entrances to the property. It must not be not less than 17 by 22 inches in size, with lettering not less than one inch in height. These sign requirements are specified in Sec. 22658(a)(1).

Signs stating that unauthorized vehicles parked in designated accessible spaces not displaying placards or special license plates issued for persons with disabilities will be towed away at the owner's expense, must also contain the address where the towed vehicles may be reclaimed or the telephone number of the local traffic law enforcement agency. The SDPD number for towing impounds is (619) 531-2844. Other requirements for these signs are specified in California Vehicle Code Sec. 22511.8.

## **8. PROPERTY CONDITION**

All elements of the property should be kept in good condition. Criminals are attracted to property in poor condition because it shows that the owners or residents don't care about it.

### **a. No Graffiti**

Graffiti-resistant paint or anti-graffiti coatings should be used on the sides of the building and any other design features that could be vandalized. (The San Diego Park and Recreation Dept. specifies the use of VandlGuard Ten, a non-sacrificial anti-graffiti coating in a three-coat system by Rainguard International, or the equivalent on park furnishings and buildings.) Additional protection can be obtained by planting vines, bushes, etc. along walls and the sides of the building. They cover areas that might otherwise be vandalized.

Graffiti should be removed as soon as possible after it is found. This will discourage further vandalism. The graffiti should be covered with matching paint so a "canvas" is not left for the vandals. While prompt graffiti removal helps to deter further vandalism, any graffiti on the property should be photographed before it is painted over or otherwise removed. Also, pick up (without leaving fingerprints) and save discarded paint cans, etc. The photographs and any other evidence should be given to the investigating law enforcement officers.

Hardware or paint stores should be consulted regarding the best products for removing various types of graffiti from specific surfaces without damaging the surface. Extreme care should be used in applying special graffiti removal products like MEK (Methyl Ethyl Ketone) or "Graffiti Remover" on glass or unpainted surfaces.

### **b. No Trash, Junk, Weeds, Inoperable Vehicles, Etc.**

Keep property free of trash, junk, weeds, leaves, dismantled or inoperative vehicles, and other things that indicate neglect. Also remove loose rocks and other objects that could be used to vandalize your property.

### **c. Property in Good Repair**

Replace or repair broken windows, screens, lights, fences, and gate locks. Maintain the landscaping.

### **d. Rules and Regulations Posted and Enforced**

The building's rules and regulations should be posted in plain view in the office and common area. They also need to be enforced to preserve a high quality of life for the residents, especially with respect to noise, hours of permissible activities, and visitors

### **e. Fences, Walls, and Gates**

Well-built fences, walls, and gates are the first line of defense against criminals. The permissible heights and locations of various types of fences are specified in the SDMC. Sharp pointed fencing, i.e., fencing with spikes or a barbed- or concertina-wire topping, is not permitted in residential areas. Unless privacy and noise reduction are needed, open chain link or ornamental metal fences are preferred because they do not block visibility into the property and are less susceptible to graffiti. Chain link fencing should have its bottom secured with tension wire or galvanized pipe, or embedded in concrete to prevent it from being lifted up to enable a person to crawl in. The horizontal bars on ornamental metal fences should be located only at the top and bottom on the inside of the fence. Fences, walls, and gates should be at least 6 feet high. Nothing that would help a person climb over the fence should be located next to it, e.g., a newspaper rack.

### **f. Safe Alley**

Crime often occurs in alleys because they lack natural surveillance. The chances of crime in alleys can be reduced by the following measures:

- Lighted at night
- Anti-graffiti paint or coatings on walls and garage doors
- No landscaping that obstructs clear lines of sight
- No alcoves that provide hiding places
- Signs prohibiting vehicle parking, trespassing, littering, etc.
- Free of trash, graffiti, etc.

#### **g. Dumpster Enclosures**

Refuse and recyclable material dumpsters should be located in an enclosed storage area. The enclosure should be located where there is no space behind it, e.g., next to a perimeter wall or another structure, or in the open where there is good natural surveillance of the space behind them. This prevents the space behind it from being a hiding place and a problem area. Also, the enclosure should be kept locked except when the dumpsters in it are being filled or emptied. This is to prevent scavenging.

Dumpsters in the open should have locked lids with an open space through which material can be put in but not taken out.

### **9. CAMERAS**

Surveillance cameras are usually used just to record persons and activities in their fields of view. They can record continually or only when motion is detected. After a crime occurs the imagery can be reviewed for usable evidence. The existence of these cameras helps to deter crime but not to stop a crime in progress.

Video analytics or intelligent video software is now available to monitor multiple cameras for unusual or suspicious activity as it is occurring. The software will alert personnel who have monitors, but would not be watching them all the time, that a parameter or alarm condition has occurred. The monitors could be located on the premises or at a security company office. In the latter case an Internet link would have to be provided to transmit the imagery. The SDPD could then be called if a crime is observed. Officers might even arrive in time to catch the perpetrators. And in some cases the imagery could be transmitted directly to the SDPD to decide whether to dispatch officers.

Alarm conditions can be set for day of the week and time of the day. They include the following:

- Motion in and out of an area
- Non-motion, e.g., unattended package or illegal parking
- Items that have moved or are missing
- Behavior, e.g., loitering, casing, or tailgating
- Numbers of people, vehicles, or other objects in the area
- Overcrowding, where numbers exceed a set threshold

For example, the software can be programmed to alert personnel with monitors when someone enters an area that is supposed to be unoccupied. Lights could be turned on when motion is detected at night. And directional speakers could be installed to warn the trespassers with an audio announcement that the police will be called if they do not leave the property immediately.

Whatever camera system is installed should be designed to provide high-quality, digital imagery of suspicious persons and activities for use by the SDPD in investigating crimes.

## **10. LETTER OF AGENCY**

### **a. Discuss Crime and Disorder Problems with CRO**

Crime and disorder problems in the building should be discussed with the CRO in your area to decide whether a Letter of Agency should be filed.

### **b. File a Letter of Agency**

The Letter would authorize SDPD officers to enter your property to ask unauthorized persons to leave the property; and if they refuse to do so or return thereafter, to enforce any law violations on and about the property. It should be filed with the SDPD division in your area. A copy of the form for this Letter can be obtained there or downloaded from the Forms section of the SDPD website. Note that this Letter must be renewed every six months.

## **11. SIGNS**

### **a. No Trespassing**

NO TRESPASSING signs on private property should cite California Penal Code Sec. 602.

If a Letter of Agency has been filed with the SDPD as discussed below, the property should be posted with NO TRESPASSING signs stating that a Letter of Agency has been filed and giving the address of the property, the name and phone number of the property owner or manager, and the non-emergency SDPD phone number to report suspicious activities. That number is **(619) 531-2000**. The signs should be at least 18 by 24 inches in size, have a font visible from the nearest public street, not be accessible to vandals, and be posted on the entrances and spaced evenly on the boundaries of the property. A sample sign is available in the Forms section of the SDPD website at [www.sandiego.gov/police](http://www.sandiego.gov/police).

### **b. No Loitering or Soliciting**

NO LOITERING signs should cite SDMC Sec. 52.30.2. NO SOLICITING signs should cite SDMC Sec. 33.1407.

### **c. No Scavenging**

NO SCAVENGING signs should also be posted on dumpsters and dumpster enclosures saying that unauthorized collection of refuse or recyclable material is prohibited per SDMC Sec. 66.0402.

### **d. Security Cameras**

If signs stating that security or surveillance cameras are installed are posted and the cameras are not monitored all the time, the sign should also include that caveat. This is important in keeping people from having a false sense of security and expecting help in the event they are attacked.

# MULTI-FAMILY RESIDENCE SECURITY SURVEY ASSESSMENT FORM

Address \_\_\_\_\_

Check items that need attention and identify corrective measures in the space below and on the back.

## 1. DOORS AND GATES

- a. Solid-core construction unit doors
- b. Deadbolt locks
- c. Other door hardware (peepholes, hinges, etc.)
- d. Sliding-glass doors secured by locking device
- e. Building doors self-closing and locking
- f. Entry gates self-closing and locking
- g. Telephone-entry system for visitors
- h. Alarmed building exit doors and fence gates
- i. Keypad or telephone-entry system for emergency SDPD access

## 2. WINDOWS AND OTHER OPENINGS

- a. Secured by secondary locking devices
- b. Unbreakable viewing windows
- c. Grilles and bars
- d. Secure other openings and doors

## 3. LIGHTING

- a. No dark spots on doorways, pathways, parking lot, driveways, stairways, and other common areas
- b. Good lighting in building's hallways, stairwells, elevator lobbies, etc.

## 4. UTILITIES

- a. Secure external electric circuit breakers
- b. Secure telephone lines
- c. Backflow preventers

## 5. LANDSCAPING

- a. No hiding places. Tree canopies trimmed to at least 8 ft. and shrubs trimmed to less than 3 ft.
- b. Defensive plants
- c. Trees trimmed to deny access to second story

## 6. PREMISES IDENTIFICATION

- a. Building address numbers at least 12-in. high visible from street and lighted at night
- b. Building floor plans in lobby

## 7. PARKING FACILITIES

- a. Common garages gated and well-lighted
- b. Individual garages used for vehicles, not for storage or other uses
- c. Individual garages have secure door hardware and unbreakable windows
- d. Deadbolt lock on garage door to unit interior
- e. Carports not under or next to building

- f. Swinging arm gates for vehicles parked outside unfenced building
- g. Resident's spaces numbered but not with unit numbers, and visitor spaces designated
- h. Signs for towing unauthorized vehicles

## 8. PROPERTY CONDITION

- a. No graffiti
- b. No trash, junk, weeds, inoperable vehicles, etc.
- c. No broken windows, fences, gates, etc.
- d. Rules and regulations posted in office and common area
- e. Fences, walls, and gates
- f. Safe alley
- g. Locked dumpster enclosures

## 9. CAMERAS

- a. Parking lot/garage
- b. Common areas
- c. Entrances and exits
- d. Motion activated
- e. Monitored with video analytics

## 10. LETTER OF AGENCY

- a. Discuss problems with CRO
- b. File Letter with SDPD division

## 11. SIGNS

- a. No trespassing
- b. No loitering or soliciting
- c. No scavenging
- d. Security cameras not monitored continually