



## ***Security and Safety Tips for Apartment and Condominium Managers***

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### **Windows:**

- Protect windows that allow access to door locks.
- Check and maintain window locks to make sure they are operable.
- Secure window mounted air conditioners to prevent their removal in order to access a unit from outside.

### **Doors:**

- Re-key rental units at change of tenancy.
- Secure balcony or terrace doors.
- Only solid core doors should be used to secure a building entrance and these entrance doors should be self-closing and locking to protect residents from intruders.
- Access to common areas such as laundry, storage, and basements should be secure at all times.

### **Other Access and Visibility:**

- Trim vegetation to ensure good visibility of the building exterior.
- Roof areas should be secure and access should only be allowed to building management and staff.
- Exit Signs/Lights: UL listed emergency lighting units should be provided throughout the entire premises. The units should provide illumination automatically in the event of a power interruption. These should be added in accordance with the National Fire Protection Association Standard 101, Life Safety Code.