

Melrose Police Department



CHECKLIST FOR APARTMENTS



Does your entry door have a deadbolt lock and peephole?

Locks only work if you use them. Remember to lock your apartment even when you step out for a moment to check the mail. In fact, it is a good safety habit to keep the door locked at all times — even while you are in the apartment. Chain-type locks, which are easy to break, offer very little resistance to forced entry.

Is only your first initial and last name on your apartment/condo directory and mailbox?

Does your sliding glass door have a wooden rod in the track so it cannot be opened and/or Charlie bar so it cannot be lifted out of its track?

Do you hold the front or back door open for anyone to follow in behind you?

Do you permit anyone to piggy back in behind you when entering the garage?

Are handouts from restaurants, maid services, etc, left on your apartment doorknobs?

Are all bikes should registered with the Melrose Police Department and locked with a U-lock?

Storage Rooms

If you have a separate locker or storage room, store items out of reach and up off the floor. Cover them. Often, locker walls are chain-link fencing or wood slats. This means anyone can see what is in your locker and that your belongings are exposed. If you store your bicycle in your storage locker, U-lock it to the frame of the storage bin or something heavier than the bike.

YOU CAN DO YOUR PART TO KEEP THE APARTMENT BUILDING SECURE:

- **Report any security concerns or problems to the building manager or landlord.**
- **Do not disable security features. Safety latches on windows keep intruders out — and children in.**
- **Do not prop exit doors open. These doors are designed to stay closed for security and fire safety.**
- **Do not hold the door for a stranger to enter. Be wary of strangers who linger around the front door and dash to hold the door open after it has been unlocked.**
- **Do not give your apartment keys or pass cards to strangers or tell strangers the access codes to the building.**
- **Tell building management and security personnel when you are planning to have work done on your apartment. Do not let anyone in to work in your apartment unless you, the landlord or the building manager has previously arranged for the work. Be wary of “security personnel” who knock unannounced.**
- **If you live near the ground and you like to open your windows, make sure the windows do not open wide enough to let someone through. You can also restrict a window opening by placing a shortened broomstick in the track.**
- **If you or a family member has a disability, ensure that security features, such as locks on windows and doors, peepholes and security cameras, accommodate your needs.**
- **If it looks suspicious, tell your manager/CALL THE POLICE.**
- **If you know it is wrong, CALL THE POLICE.**