

# APARTMENT BUILDING SECURITY

## Tips for clients and residents

### Lobby Security

- Report unknown or suspicious persons trying to get into the building to Management, Security or the Superintendent
- DO NOT allow strangers to enter the building as you are leaving or entering.
- DO NOT buzz anyone into the building whom you don't know
- Use only your first initial on the lobby directory, doorbell and mailbox

### Door Security

- Never leave your door unlocked – even while taking out the trash
- DO NOT leave notes on your apartment door or lobby directory
- If keys are lost or if you move, locks should be changed
- If you see a stranger carrying items out of a neighbour's apartment call the Police

### Elevator Safety

- Look to see who is in the elevator before entering
- DO NOT enter the elevator if you do not feel comfortable—wait for the next one
- When in the elevator—stand beside the control panel
- If a suspicious person enters the elevator, exit before the doors close

### Laundry Rooms

- DO NOT do laundry when you are likely to be alone
- Try to arrange your laundry times with a trusted friend
- Report suspicious persons loitering in the area

### Parking Areas

- Be alert to vehicles or persons following you into the garage or parking lot
- Do not expose yourself to unnecessary risk. Leave the area if you encounter suspicious people and contact police
- Lock your vehicle and remove valuable and portable items

### Going on Vacation

- Inform the manager or a trusted neighbour of your departure and return dates
- Cancel all deliveries including your mail and newspapers or arrange to have a neighbour pick up deliveries
- Use timers to activate lights and/or radios and give the impression that someone is home.
- Store valuables in a safety deposit box.

*Keep yourself safe*

