Apartment Community Security Walk

Walk the property from the outside in and note anything that needs work.

Property: _____ Walk date: _____ Walked by: _____

Check each item that passes. Write anything that fails on the fix list at the end, with who owns it and when it's due.

1. OUTSIDE THE BUILDING

- ☐ Perimeter gates swing shut and lock without a push
- ☐ No broken fence panels, gaps, or spots that are easy to climb
- ☐ Shrubs and trees are trimmed below windows and away from paths
- ☐ Every entry and walkway is lit after dark, with no burned-out fixtures
- ☐ Parking lot lights come on at dusk and cover the whole lot
- ☐ Lighting timers match the current sunset time

2. ENTRIES AND LOBBY

- ☐ Front and side doors pull shut and latch with no help
- ☐ Door closers, electric strikes, and mag locks respond on the first try
- ☐ Card readers and intercom panels are undamaged, with covers locked
- ☐ Lobby and vestibule lights are on and bright
- ☐ Signs tell visitors and delivery drivers where to check in
- ☐ Nobody needs to prop a door for deliveries or move-ins

3. GARAGE AND PARKING STRUCTURE

- ☐ The garage gate or overhead door drops closed behind each car
- ☐ Garage exit doors push open from inside, with nothing stored in front of them
- ☐ Every garage remote and parking credential belongs to a current resident
- ☐ Stairs, elevator lobbies, and drive aisles have no dark spots
- ☐ Cameras show every car and person entering or leaving the garage
- ☐ Bikes, boxes, and stored items stay out of exit paths

4. MAILROOM AND PACKAGE ROOM

- ☐ Only staff and approved residents can open the package room
- ☐ Package room and mailroom footage plays back clearly
- ☐ Pickup steps are posted where residents can see them
- ☐ Mailbox banks and parcel lockers show no pry marks or broken doors
- ☐ A lockable overflow space is ready for peak delivery weeks

5. INSIDE THE BUILDING

- ☐ Stairwell doors self-close, and nobody has wedged them open
- ☐ Roof doors and hatches stay locked, and only staff carry the key
- ☐ Mechanical, electrical, and IT closets stay locked, with keys held by staff
- ☐ The fitness center, pool, and clubhouse lock outside posted hours
- ☐ The leasing office and model unit are locked after hours
- ☐ Handles, hinges, and closers on shared doors are tight and undamaged

6. VACANT AND MAKE-READY UNITS

- ☐ Someone checks each vacant unit on a set schedule
- ☐ Keys and lockboxes for vacant units are logged and stored securely
- ☐ Locks or entry codes change between residents
- ☐ Windows, patio doors, and balcony doors in empty units are locked

7. CAMERAS AND RECORDING

- ☐ Staff know how to export and save a clip after an incident
- ☐ Entries, the garage, and the package room are all in view
- ☐ Lenses are clean, and nothing hangs in front of them
- ☐ Cameras come back online on their own after a power outage
- ☐ Camera clocks show the right date and time
- ☐ You know how many days of footage the system keeps

8. KEYS, VENDORS, AND CONTRACTORS

- ☐ Each contractor visit is logged at check-in
- ☐ Every temporary fob or code has an expiration date on file
- ☐ Vendor access turns off when the job wraps up
- ☐ Keys handed to vendors are signed out and signed back in
- ☐ A full key count happens on a set schedule
- ☐ Each vendor has a current certificate of insurance on file

9. WHO HAS ACCESS

- ☐ The active fob list matches current residents and staff
- ☐ Fobs and codes for move-outs and former staff are turned off
- ☐ Past vendors no longer have working credentials
- ☐ Front desk and leasing staff follow the same written check-in steps for visitors, deliveries, and vendors

10. EMERGENCY READINESS

- ☐ Staff have an up-to-date list of after-hours emergency numbers
- ☐ Fire alarms, sprinklers, and extinguishers have current inspection tags
- ☐ Every incident gets written up in the same format
- ☐ Staff know how to reach all residents quickly in an emergency

11. RED FLAGS TO NOTE AS YOU WALK

- ☐ Doors held open with wedges, mats, or tape
- ☐ Doors that slam or drift instead of closing
- ☐ People following residents through doors or the garage gate
- ☐ Faded, broken, or missing residents-only signs
- ☐ Areas that stay dark after sunset
- ☐ Corners the cameras can't see
- ☐ Closets, storage cages, or utility rooms left unlocked

12. BEFORE YOU SIGN OFF

- ☐ Whose fob or key should already be turned off?
- ☐ What's still waiting on a repair or a vendor?
- ☐ If something happened tonight, would the footage show who did it?
- ☐ Which entry would you pick if you wanted to get in unnoticed?
- ☐ Which problem on this list gets fixed first, and why?

FIX LIST

Problem	Assigned to	Due	Done