

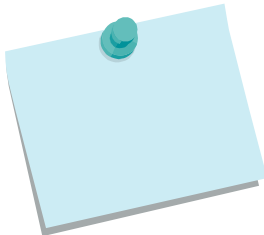
# APARTMENT / BUILDING SECURITY



**Residents:** This brochure is designed to educate you of basic building security as well as simple, yet easy ways to protect yourself within your individual apartment unit.



**Windows:** An open or unlocked window is a great invitation for any intruder. Be sure that your windows are locked every time you leave your apartment.



**Notes:** Never leave a note on the front door of the building – or your apartment door - indicating that you are not home or away.



**Mail:** If you are going to be away for longer than a few days, it's best to place your mail on hold. Protruding mail from the box will let someone know there is a possibility that you're not home.



**Deliveries:** If you can't be home to accept a package or delivery, have it sent to your workplace. Never use your cell phone to buzz in a visitor to the building saying they are delivering a package. This is the easiest way for an intruder to gain access through the security door.



**Vacations:** When you leave for vacation, notify a family member or trusted friend to check on your apartment from time to time. Have them check the windows and be sure that the shades/blinds are closed so no one can see in. Leave your lights on a timer. Place your valuables in a safe place.



**Gifts:** It's wonderful to bring gifts to your neighbors and let them know you appreciate them during the holiday season! Please place that thoughtful gift in their hands and not leave it outside their door.