



Safeguarding Your Apartment

RESIDENTIAL SAFETY

What You Can Do



Always use a licensed locksmith if the locks are your responsibility. Ensure deadbolts have at least a one inch bolt throw or a heavy duty drop-bolt lock. Ask about and have installed a pick-resistant cylinder. Locks such as deadbolts or other locks should be installed 12 to 18 inches above or below the doorknob. Be sure to take into consideration children, elderly, and disabled prior to installing a lock too high. **Do not** use a double-cylinder lock; that is, a lock that has a key on both sides. It can be deadly in the case of fire or other emergency.



Do not enter or remain with a stranger in an elevator if you feel unsafe.



If you live on the top floor of an apartment building, make certain that the roof door is closed, but unlocked. Under most Building Code regulations, a roof door may never be locked. It must remain unlocked, allowing use as an emergency exit.



Use the intercom (if installed.) Buzz people into your building **ONLY** when you are absolutely sure of the visitor's identity.



Check your apartment door and door frame. Should they be repaired or replaced? All exterior doors should be either metal or solid core wood (1-3/4" thick).

Window safety tips:

- Any window within 18 feet of ground level, a building projection, or a fire escape is considered to be an accessible opening that should be secured.
- If you live or work in a basement apartment, the windows may be secured with safety gates (or grilles) that contain a safety latch to allow for emergency exits.
- Do not assume that the basement windows are too small for entry. They are, in fact, one of the most popular points of entry for a burglar.
- The best and safest way to secure your fire escape or any first floor window is with a Fire Department-approved gate. This gate is commonly known as a "ferry" or "safety gate" and is operated by a latch (not a padlock or combination lock).