



Designing crime out of your house



This checklist has been developed as a guide for assessing house's resistance to crime. Answering "No" to a question indicates areas where you could take action to improve the security of your house.

House number

It is important that your house number is visible from the street to assist emergency services locate your home.

| Question | Yes | No | Comment | Date to be fixed | Completed |
|---|--------------------------|--------------------------|---------|------------------|--------------------------|
| Is your house number clearly visible from the street? | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> |
| Is your house number visible at night? | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> |

Fences and gates

Fences can be used to define your property boundary and limit access into your property. Front fences should be open-style to increase visibility into your yard, this will help to identify intruders to your property.

| Question | Yes | No | Comment | Date to be fixed | Completed |
|--|--------------------------|--------------------------|---------|------------------|--------------------------|
| Does the fence around your house allow for natural surveillance from the road and/or footpath so people trespassing can be seen? | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> |
| Is your fence in good condition? | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> |
| Can the gate(s) be secured? | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> |

Landscaping

Trees and other landscaping should be maintained to increase visibility into your yard and reduce hiding places. Tree branches should be trimmed to prevent intruders accessing upper story windows, balconies or skylights.

| Question | Yes | No | Comment | Date to be fixed | Completed |
|---|--------------------------|--------------------------|---------|------------------|--------------------------|
| Are shrubs and bushes trimmed so they don't block visibility into your house? | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> |
| Are trees maintained so they can't be used as natural ladders to upper storey levels? | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> |
| Could an intruder find a place to hide in your front yard? | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> |

Lighting

Sensor lighting should be installed around the perimeter of your home, particularly over entry/exit points to increase visibility at night. Consider using light timers to turn lights on/off when you're not at home. You could also consider timers for tv's and radios to give the appearance somebody is home.

| Question | Yes | No | Comment | Date to be fixed | Completed |
|--|--------------------------|--------------------------|---------|------------------|--------------------------|
| Do you have sensor lighting installed? | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> |
| Does the sensor lighting work? | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> |
| Are entry/exit points to your home adequately lit? | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> |
| Do you have light timers? | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> |

Letterbox and powerboard

Your letterbox should be fitted with a suitable lock to limit access to your mail. Important documents posted to you (e.g. credit card and bank statements) may be stolen by an identity thief and used fraudulently. The powerboard should also be housed within an appropriate lockable cabinet to restrict tampering with your power supply. Contact your energy supplier to discuss appropriate locks and associated costs.

| Question | Yes | No | Comment | Date to be fixed | Completed |
|--|--------------------------|--------------------------|---------|------------------|--------------------------|
| Does your letterbox have a secure lock? | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> |
| Do you keep your letterbox securely locked? | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> |
| Is your powerboard enclosed within a lockable cabinet? | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> |

Windows

External windows and frames should be of a solid construction. All windows should be fitted with quality key-operated locks, that meet Australian standards (AS4145.1, AS4145.2-2008) and locked when not in use.

Existing glass can be laminated or reinforced internally with a shatter-resistant adhesive film to restrict access.

| Question | Yes | No | Comment | Date to be fixed | Completed |
|--|--------------------------|--------------------------|---------|------------------|--------------------------|
| Are windows of a solid construction? | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> |
| Are windows fitted with quality locks? | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> |
| Are windows kept locked when no one is at home? | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> |
| Are windows reinforced with shatter-resistant adhesive film/laminated glass? | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> |
| Are skylights suitably secured? | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> |

Doors

External doors and frames should be of a solid construction, and fitted with quality deadlocks that meet Australian standards (AS4145.1, AS4145.2-2008). Fire regulations must also be met to enable occupants to escape during emergencies such as fires.

Consider the purchase of a security screen door and ensure it meets Australian standards (AS5039-2008).

Installation of a peephole will help you identify people at the door before opening it. If you don't have security screen doors ensure you always latch a chain on the door before opening it. Also, consider installing patio bolts on sliding doors for added security of your home.

| Question | Yes | No | Comment | Date to be fixed | Completed |
|---|--------------------------|--------------------------|---------|------------------|--------------------------|
| Are all external doors and frames of a solid construction? | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> |
| Are all doors fitted with quality locks that are in good working order? | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> |
| Are all doors locked and keys removed from locks when no one is home? | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> |
| Does your front door have a peephole installed at a suitable height? | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> |
| Does your house have security screen doors? | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> |
| Is access to underneath your house restricted? | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> |

Garage and garden shed

The garage and garden shed door and windows should be securely locked to restrict access. Any door connecting your garage to your house should be treated in the same way as an external door. The garden shed should be securely anchored to the ground to prevent lifting. Garden tools, equipment, wheelie bins and ladders should be locked away when not in use, so they are not used to gain entry to your home. Don't store valuables in your vehicle and keep your vehicle locked when not in use, even when parked in a locked garage.

| Question | Yes | No | Comment | Date to be fixed | Completed |
|---|--------------------------|--------------------------|---------|------------------|--------------------------|
| Can your garage be securely locked? | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> |
| Do you keep your garage locked? | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> |
| Do you keep your garden shed locked? | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> |
| Do you keep your vehicle locked when it's in the garage? | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> |
| Do you remove valuables from your vehicle when parking it in your garage? | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> |
| Are ladders, wheelie bins, tools and valuable equipment locked away? | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> |

Property identification

Record descriptions/model/serial numbers and photos of property for easy identification. Ensure these records are secured safely. Mark your property with a traceable number (e.g. your drivers license number) for identification. Your local Library, Police Station or Neighbourhood Watch may have an engraver or ultra-violet pen you can arrange to borrow.

| Question | Yes | No | Comment | Date to be fixed | Completed |
|--|--------------------------|--------------------------|---------|------------------|--------------------------|
| Do you have an up-to-date inventory of your home contents, including photos? | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> |
| Is the inventory and photographs stored securely? | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> |
| Are your household valuables engraved/marked for identification? | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> |
| Do you have a sticker in your window advising that your household property has been marked for identification to deter possible intruders? | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> |

Safe, key and valuable controls

Consider installing a safe for added security for your valuables. Safes should be manufactured and installed to the Australian/New Zealand standard (AS/NZS 3809:1998). The safe should be concealed, securely anchored to the foundations and kept locked when not in use.

Keys (including vehicle keys) should not be left in locks or in plain sight, as thieves may use them to gain entry to your home and/or steal your vehicle. Spare keys should not be hidden outside the home.

Limit the amount of cash kept at home, as this is often not covered by insurance. Also secure jewellery and do not keep valuables in plain sight.

| Question | Yes | No | Comment | Date to be fixed | Completed |
|--|--------------------------|--------------------------|---------|------------------|--------------------------|
| Do you have a safe that is securely anchored out of plain sight? | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> |
| Are your valuables (including your wallet and mobile phone) and jewellery secured and out of plain sight? | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> |
| If you keep cash at home, is it stored securely out of plain sight? | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> |
| Are keys (including spare keys and garage door remote controls) kept out of plain sight (e.g. not on a key hook hung on a wall)? | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> |

Intruder alarm systems

Intruder alarm systems should be manufactured and installed to the Australian/New Zealand standard (AS/NZS 2201.5:2008). Research has shown that monitored/back-to-base intruder alarm systems are more effective as they alert your security company of intrusions, resulting in a quicker response. The system should be designed to provide maximum coverage of the home and garage. Remember to regularly check the battery and test the system.

| Question | Yes | No | Comment | Date to be fixed | Completed |
|--|--------------------------|--------------------------|---------|------------------|--------------------------|
| Does your house and garage have an intruder alarm system installed? | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> |
| Is the intruder alarm system monitored/back-to-base? | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> |
| Do you regularly test your alarm system and check the battery? | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> |
| Do you have an alarm system sticker displayed to deter possible intruders? | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> |

Further information

For additional information on home security go to www.crimeprevention.nsw.gov.au/homesecurity

© State of New South Wales through the Department of Attorney General and Justice, 2011. You may freely deal with this work for any purpose, other than for profit.

This checklist has been prepared by the Department of Attorney General and Justice for general use. We hope that through public use of the above checklist, the likelihood of crime will be reduced and personal and community security will increase. This checklist does not guarantee that all security risks have been identified or that the area evaluated will be free from criminal activity. ISBN 978-1-921301-62-9

