

Please fill out and email back

(when you are ready to start the process)

- Preparation Checklist for CPTED Survey
- Authorization Form

- Email to gary.moran@houstonpolice.org
- Or Fax to (713)308-3901

****Note:**

- Complete these documents only if you are a **new** property requesting to become Blue Star.
- Re-Certification Managers do not need to complete these documents

**PREPARATION CHECKLIST
FOR CPTED SURVEY
“Blue Star Program”**

Name of Property _____

Address _____

Phone Number/Fax Number _____

Manager’s Name _____

Owner’s Name _____

MANAGEMENT OFFICE

YES

NO

1. Does the leasing office have a Trespass Affidavit? _____

2. Does the Affidavit have the current manager’s name? _____

3. Is the Affidavit posted on the office window inside? _____

4. Is the Multi-Family registration certificate posted? <http://www.houstonmultifamily.org/default.aspx>

5. Does the property have No Trespassing signage? _____

6. Are the hours/days and emergency # listed for the office? _____

PROPERTY'S EXTERIOR

YES

NO

- | | | |
|---|-------|-------|
| 1. Is the apartment address and property name visible? | _____ | _____ |
| 2. Does the property have a site map? | _____ | _____ |
| 3. Is the site map illuminated at night? | _____ | _____ |
| 4. Are the apartment numbers visible for drivers? | _____ | _____ |
| 5. Are gates exit/entrance/pedestrian operating correctly? | _____ | _____ |
| 6. Are the perimeter & patio fencing maintained? | _____ | _____ |
| 7. Do the electrical boxes have faceplate covers? | _____ | _____ |
| 8. Are all holes, cracks and breaks in the floors, walls, porch, steps, balconies, and ceiling in good condition? | _____ | _____ |

LANDSCAPING

YES

NO

- | | | |
|---|-------|-------|
| 1. Are shrubs 3 feet in height? | _____ | _____ |
| 2. Are tree limbs 7 feet from the ground? | _____ | _____ |
| 3. Are trees blocking light fixtures? | _____ | _____ |
| 4. Are shrubs blocking windows? | _____ | _____ |

- | | | |
|---|-------|-------|
| 5. Does landscaping create hiding areas? | _____ | _____ |
| 6. Is shrubbery obstructing doorways? | _____ | _____ |
| 7. Do perimeter trees provide access to property? | _____ | _____ |

LIGHTING

YES

NO

- | | | |
|--|-------|-------|
| 1. Are entrance doors well lit? | _____ | _____ |
| 2. Are entrance & exit driveways well lit? | _____ | _____ |
| 3. Is property signage well lit? | _____ | _____ |
| 4. Are parking lots well lit? | _____ | _____ |
| 5. Have you checked lighting fixtures on property? | _____ | _____ |
| 6. What date did you check lights? | _____ | |
| 7. Are carports & garages well lit (all carport lights working)? | _____ | _____ |
| 8. Are areas around trash dumpsters well lit? | _____ | _____ |

COMMON AREAS

YES

NO

- | | | |
|---|-------|-------|
| 1. Is playground area well lit? | _____ | _____ |
| 2. Are playground hours and rules posted? | _____ | _____ |

- | | | |
|--|-------|-------|
| 3. Is playground equipment working (nothing broken)? | _____ | _____ |
| 4. Does landscape create hiding areas? | _____ | _____ |
| 5. Are areas between apartment buildings well lit? | _____ | _____ |
| 6. Is pet area maintained? | _____ | _____ |
| 7. Does the property have pet waste bags? | _____ | _____ |
| 8. Is the property free of the detection of urine & feces? | _____ | _____ |

DUMPSTER AREA

YES

NO

- | | | |
|--|-------|-------|
| 1. Is the dumpster area free of debris (furniture/mattresses)? | _____ | _____ |
| 2. Is the dumpster area enclosed? | _____ | _____ |
| 3. Does the dumpster area create an entrapment zone? | _____ | _____ |
| 4. Is the dumpster area enclosed (if seen from the street)? | _____ | _____ |

PARKING AREAS

YES

NO

- | | | |
|---|-------|-------|
| 1. Do residents have assigned parking? | _____ | _____ |
| 2. Are there handicapped parking spaces? | _____ | _____ |
| 3. Are there designated visitor parking spaces? | _____ | _____ |

- | | | |
|---|-------|-------|
| 4. Do residents have parking stickers? | _____ | _____ |
| 5. Are tow away & fire lanes posted? | _____ | _____ |
| 6. Are there potholes in the parking lot? | _____ | _____ |
| 7. Are there disabled vehicles on property (flat tires, wrecked and/or expired registration)? | _____ | _____ |
| 8. Are parking areas free of trash? | _____ | _____ |
| 9. Are walkways and sidewalks graded (leveled) to prevent stagnant water or tripping? | _____ | _____ |
| 10. Are all drainage grates clear of debris or obstruction? | _____ | _____ |

POOL AREA

YES

NO

- | | | |
|--|-------|-------|
| 1. Is the pool water clear and free of debris? | _____ | _____ |
| 2. Is there a self-locking gate? | _____ | _____ |
| 3. Is a 911 phone present within 200 feet of the pool? | _____ | _____ |
| 4. Are the rules, hours and days posted? | _____ | _____ |
| 5. Is the lifesaving equipment present? | _____ | _____ |
| 6. Is a trash receptacle present? | _____ | _____ |

LAUNDRY AREA

YES

NO

- | | | |
|--|-------|-------|
| 1. Is the laundry room well lit? | _____ | _____ |
| 2. Are the hours and days posted? | _____ | _____ |
| 3. Are all washer and dryers operable? | _____ | _____ |
| 4. Is the area free of debris? | _____ | _____ |
| 5. Is there a trash receptacle provided? | _____ | _____ |
| 6. Is a fire extinguisher provided? | _____ | _____ |
| 7. Is the fire extinguisher up to date? | _____ | _____ |
| 8. Is the laundry room free of leaks and mold? | _____ | _____ |

MAILROOM

YES

NO

- | | | |
|--|-------|-------|
| 1. Are mailboxes located near the business area? | _____ | _____ |
| 2. Is mail area well lit? | _____ | _____ |
| 3. Are all mailbox door locks working? | _____ | _____ |
| 4. Are there entrapment zones? | _____ | _____ |

5. Are mailbox doors properly labeled? _____

MAINTENANCE

YES

NO

1. Are there signs identifying the maintenance area? _____

2. Are doors secured with a lock? _____

3. Is hazardous material secured? _____

4. Are inoperable refrigerators, stoves, freezers, washer and/or dryer doors removed? _____

5. Is the area well lit? _____

6. Is the area clear of debris? _____

APARTMENT UNITS

YES

NO

1. Are apartment doors well maintained (clean/painted)? _____

2. Do doors have peep holes? _____

3. Do doors have single cylinder dead bolts? _____

4. Are the dead bolts 40" from the glass? _____

5. Are strike plates secured with 3-inch screws? _____

6. Are locks changed when a resident moves out? _____
7. Are the blinds well maintained? _____
8. Are blinds on all windows throughout the complex? _____
9. Do all windows have screens? _____
10. Are apartment unit numbers properly labeled? _____
11. Are patio/porch/walkway in front of unit free of clutter? _____
12. Do sliding glass doors have pin locks or a safety bar? _____
13. Are computerized card keys erased after resident moves? _____
14. Have casement windows been pinned or locked? _____
15. Is window glass broken? _____

Date checklist completed/faxed _____

Are you ready (circle one) YES or NO

Completed by (print) _____

Signature _____

Fax completed checklist form to (713) 308-3901, or email to gary.moran@houstonpolice.org

Note: You will be placed on a waiting list in the order that we receive your checklist. Please ensure that all YES items on the checklist are completed prior to submitting. If we receive a checklist stating that YES, you are ready, and we come to the property and there are many deficiencies we will ask that you review your property again and submit another checklist. Once the new checklist is submitted you will be placed on a new wait list. **Initial** _____

DO NOT WRITE IN THIS BOX FOR OFFICIAL USE ONLY

Received date: _____

By: _____

Wait list # _____ Officer _____

Ready Yes or No (circle one) _____

If No Reason _____



CITY OF HOUSTON

Houston Police Department

Sylvester Turner, Mayor

1200 Travis Houston, Texas 77002-6000 713/308-1600

CITY COUNCIL MEMBERS: Amy Peck Jerry Davis Abbie Kamin Carolyn Evans-Shabazz, Ed. D. Dave Martin Tiffany D. Thomas Greg Travis Karla Cisneros Robert Gallegos Edward Pollard Martha Castex-Tatum Mike Knox David Robinson Michael Kubosh Letitia Plummer, D.D.S. Sallie Alcorn CITY CONTROLLER: Chris B. Brown

Troy Finner
Chief of Police



RE: BLUE STAR/CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN

The Blue Star Multi-Housing Unit has received a request by _____
for a CPTED (Crime Prevention Through Environmental Design) survey to be conducted at _____.

The Blue Star Program is a partnership between the Houston Police Department, Owners, Managers of rental property and property residents, to keep drugs and other illegal activity out of our community. There are three phases that must be completed before a Blue Star designation is awarded.

- Phase 1 The property manager and staff attend an eight-hour seminar presented by HPD.
- Phase 2 The property must meet the minimum CPTED requirements required by the Blue Star Program.
- Phase 3 The Houston Police Department conducts a resident Safety Social Event onsite.

The awarding of a Blue Star designation means that the apartment community has completed all three phases of the Blue Star Program and has met the minimum standards for certification. In the City of Houston, there are over 3300 apartments.

In order for a representative from the Houston Police Department to conduct a CPTED survey inspection on the listed property, a property representative authorized to receive the final CPTED report must agree to and sign the following page. Once we have received this signed letter, and the CPTED checklist your property will be added to the list for a CPTED inspection. If you have any questions, please contact Officer Gary Moran at (713) 308-3905 or Officer Loc Tram at (713) 308-3912.

Sincerely,

Name
Blue Star Coordinator



I authorize the Houston Police Department to conduct a Crime Prevention Through Environmental Design (CPTED) survey of _____

located at _____ for

The purpose of attaining the Blue Star Designation.

The inspection report may be forwarded to:

I understand that the property must meet the minimum Blue Star CPTED requirements before they can attain the Blue Star designation.

Name (Print) _____

Signature _____

Date _____