



Information for residents

To keep safe and secure it is important that the following advice is followed;

- Always keep your own door locked when you are out, even if you are in a communal area of the complex.
- Always lock your door when you are in your room overnight, when taking a sleep or watching TV so that no one can enter unnoticed.
- If you have a back door always keep it locked unless you are using it at the time.
- If possible keep your windows closed at night, particularly if you are on the ground floor or have a balcony. If you have locks always use them.
- If you need to have the windows open for ventilation check to see if they can be locked in a slightly open trickle vent position, but remember this is not as secure as them being fully closed. Consider purchasing a fan to keep cool.
- Remove keys from door and window locks, but keep them in a safe place nearby for use in case of an emergency.
- Do not keep large sums of money in your home as this is a target for thieves.
- Always make sure main doors and fire doors are kept closed and locked when not in use. Do not allow anyone into the complex you do not personally know.

**REMEMBER KEEP SAFE AND SECURE
KEEP IT LOCKED**