

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

****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? _____

<u>PROPERTY'S EXTERIOR</u>	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 apartment exteriors in good condition? (e.g., siding, flooring, balconies, stairs, roof, gutters, and patios)	_____	_____

<u>LANDSCAPING</u>	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. Is shrubbery obstructing doorways? _____

LIGHTING

YES

NO

1. Is there adequate lighting throughout property?
(e.g., parking lot, and common areas) _____

COMMON AREAS

YES

NO

1. Are playground hours and rules posted? _____

2. Is playground equipment working (nothing broken)? _____

3. Is pet area maintained? _____

4. 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 (if seen from the street)? _____

PARKING AREAS

YES

NO

1. Do residents have assigned parking permits? _____

2. Are tow away & fire lanes posted? _____

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|---|-------|-------|
| 3. Are there potholes in the parking lot? | _____ | _____ |
| 4. Are there disabled vehicles on property (flat tires, wrecked and/or expired registration)? | _____ | _____ |
| 5. Are parking areas free of trash? | _____ | _____ |
| 6. Are walkways and sidewalks graded (leveled) to prevent stagnant water or tripping? | _____ | _____ |
| 7. Are all drainage grates clear of debris or obstruction? | _____ | _____ |

<u>POOL AREA</u>	YES	NO
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|--|-------|-------|
| 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? | _____ | _____ |

<u>LAUNDRY AREA</u>	YES	NO
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|--|-------|-------|
| 1. Is the laundry room well lit? | _____ | _____ |
| 2. Are the hours and days posted? | _____ | _____ |
| 3. Are all washer and dryers operable? | _____ | _____ |

- | | | |
|---|-------|-------|
| 4. Is there a trash receptacle provided? | _____ | _____ |
| 5. Is a fire extinguisher provided? | _____ | _____ |
| 6. Is the fire extinguisher up to date? | _____ | _____ |
| 7. Is the laundry room clean and well maintained? | _____ | _____ |

<u>MAILROOM</u>	YES	NO
1. Is mail area well lit?	_____	_____
2. Are all mailbox door locks working?	_____	_____
3. Are mailbox doors properly labeled?	_____	_____

<u>MAINTENANCE</u>	YES	NO
1. Are doors secured with a lock?	_____	_____
2. Is hazardous material secured?	_____	_____
3. Is there any open storage of appliances on the property?	_____	_____
4. Is the area well lit?	_____	_____

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

5. Are locks changed when a resident moves out? _____

6. Are apartment unit numbers properly labeled? _____

7. Are patio/porch/walkway in front of unit free of clutter? _____

8. Do sliding glass doors have pin locks or a safety bar? _____

9. Are computerized card keys erased after resident moves? _____

10. Is window glass broken? _____

11. Are there gas grills or gas cylinders stored at any apartment units? _____

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

John Whitmire, Mayor

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

CITY COUNCIL MEMBERS: Amy Peck Tarsha Jackson Abbie Kamin Carolyn Evans-Shabazz, Ed. Fred Flickinger Tiffany D Thomas Mary Nan Huffman Mario Castillo
Joaquin Martinez Edward Pollard Martha Castex-Tatum Julian Ramirez Willie Davis Twila Carter Letitia Plummer, DDS. Sallie Alcorn CITY CONTROLLER: Chris Hollins

J. Noe Diaz, Jr.
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 properties, and property residents to keep drugs and other illegal activity out of our community. There are three phases that must be completed before 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 must conduct 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.

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, Officer Connie Garza at (713)308-3906, or Officer Nicole Carter at (713)308-3912.

Sincerely,

Gary Moran, Blue Star Coordinator
Apartment Enforcement Unit

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: _____