

APARTMENT COURTESY OFFICER CHECKLIST

Nightly rounds checklist for apartment courtesy officers and patrols — check each area, note what you found, and report it to management.



COMMUNITY

DATE

SHIFT

OFFICER

PARKING & GROUNDS

	TIME	OK	ISSUE	NOTES / UNIT / PLATE
Parking lots and garages patrolled	_____	☐	☐	_____
Vehicles without permits / in fire lanes noted	_____	☐	☐	_____
Signs of car break-ins (glass, open doors)	_____	☐	☐	_____
Lights out in lots, walkways or stairwells	_____	☐	☐	_____
Gates and fences closed and working	_____	☐	☐	_____

BUILDINGS & COMMON AREAS

	TIME	OK	ISSUE	NOTES / UNIT / PLATE
Entry doors close, latch and lock	_____	☐	☐	_____
Stairwells and hallways clear of people loitering	_____	☐	☐	_____
Mail and package areas secure	_____	☐	☐	_____
Laundry rooms checked	_____	☐	☐	_____
Trash areas checked; no dumping or fire hazard	_____	☐	☐	_____

AMENITIES (AFTER HOURS)

	TIME	OK	ISSUE	NOTES / UNIT / PLATE
Pool / spa closed and gate locked	_____	☐	☐	_____
Gym and clubhouse closed and locked	_____	☐	☐	_____
Playground and dog park checked	_____	☐	☐	_____

RESIDENTS & SAFETY

	TIME	OK	ISSUE	NOTES / UNIT / PLATE
Noise complaints answered and logged	_____	☐	☐	_____
Trespassers / unwanted guests asked to leave (police called if needed)	_____	☐	☐	_____
Hazards reported (leaks, smoke, tripping hazards)	_____	☐	☐	_____
Emergency equipment visible (extinguishers, exits)	_____	☐	☐	_____

REPORT TO MANAGEMENT (WHAT HAPPENED, UNITS INVOLVED, FOLLOW-UP NEEDED)

OFFICER SIGNATURE

MANAGER REVIEWED (NAME, DATE)