

Property Profile

Silvertrac Demo Site

Property Name Apartment Community
Management Company Apartment Community Management
Property Code
Property Added Wed Mar 23, 2016 11:24 AM

Is Active
 Is Locked
 Allow Security Program
 Allow Parking Program
 Allow Maintenance Program
 Order Parking Permits



Property Notes

Foot Patrol must be conducted every hour inside the premises and outside in the parking lot.

Officers must check in every 30 mins throughout their shift. Make sure that you have the manager sign that you checked in at the start of your shift and when you are changing locations. You must always be visible.

Write a detailed activity report (DAR) covering your activities every hour on Silvertrac. Check for vandalism, theft, trespassers, illegal activity, unruly customers. Do not allow homeless or loiterers to remain on property.

If graffiti or damages to client property is committed take photos with site phone using Silvertrac and inform Property Manager's, Manager and Supervisor's Listed above.

At the end of every shift officers must conduct a vehicle count of all remaining vehicles in the parking lot and log vehicle count on Silvertrac before clocking out at the end of shift. All vehicles committing an unauthorized use/parking on client s property will be towed. Contact Property Manager listed above to have vehicles towed.

Call 911 or local police department to report life threatening activities. Write an incident report for all incidents and call Supervisor immediately.

Property Phone Numbers

Phone Number	In Handheld	Description	Phone Number	In Handheld	Description
(555) 555-5555	<input checked="" type="checkbox"/>	Dispatch	(123) 456-7890	<input checked="" type="checkbox"/>	Supervisor
(098) 765-4321	<input checked="" type="checkbox"/>	Property Manager			

Property Addresses

Addresses / Unit Numbers	Addresses / Unit Numbers	Addresses / Unit Numbers
555 Mountain Street		
555 Mountain Street Building 1 A101, A102, A103, A104, A105, A106, A107, A108, A109, A110, A111, A112, A113, A114, A115, A116, A117, A118, A119, A120, A121		
555 Mountain Street Building 2 Floor 1, Floor 10, Floor 2, Floor 3, Floor 4, Floor 5, Floor 6, Floor 7, Floor 8, Floor 9		
555 Mountain Street Building 3		

Property Locations

Pool & Spa	Parking Lot	Entrance	Common Grounds
Restrooms	Laundry Room	Clubhouse	Dumpster Area

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Residence: Leasing Office Garage Stairwell
 Parking: Visitor Parking: Resident

Assigned Issue Types

(S1) Emergency Vehicle Fire	(S1) Emergency Vehicle Paramedic	(S1) Emergency Vehicle Police
(S1) Loitering	(S1) Manager Service Request	(S1) Noise Disturbance
(S1) Resident Service Request	(S1) Theft	(S1) Trespassing
(S1) Vehicled Towed Away	(S1) Violation: Pool & Spa	(S2) Garage Left Open
(S2) Illegal Dumping	(S2) Negative Contact	(S2) Open Door Found
(S2) Open Window Found	(S3) Check Basketball Court	(S3) Check Club House
(S3) Check Parking Garage	(S3) Check Pool and Spa	(S3) Conducted Lighting Inspection
(S3) Inspection Front Door	(S3) Officer Off Location	(S3) Officer On Break
(S3) Officer On Location	(S3) Patrol: BBQ & Picnic Area	(S3) Patrol: Building 1
(S3) Patrol: Building 2	(S3) Patrol: Building 3	(S3) Patrol: Clubhouse
(S3) Patrol: Entrance	(S3) Patrol: Laundry Facility	(S3) Patrol: Leasing Office
(S3) Patrol: Parking Lot	(S3) Patrol: Pool & Spa	(S3) Patrol: Stairwell
(S3) Reminder: Lockup Duties	(S3) Routine Foot Patrol	(P1) Handicap Parking
(P1) Obstructing Traffic	(P1) Parked in Fire Lane	(P2) Guest in Resident Parking
(P2) Non-Operational Vehicle	(P2) Non-Permitted Vehicle	(P2) Resident in Guest Parking
(M1) Broken Window	(M1) Bugs	(M1) Dishwasher
(M1) Fire Extinguisher Issue	(M1) Slip/Trip/Fall Hazard	(M1) Sprinkler Problem
(M2) Door/Lock Problems	(M2) Gate Problem	(M2) Low Hanging Limb
(M2) Washer/Dryer Problem	(M2) Window Problem	

Property Tasks

Task Name	Task Description	Task Time	Days Of Week
Lockup Duties	Attention officer: At this time please begin your lockup duties. Remember to check the pool, spa, laundry facilities, and clubhouse. Check all doors and windows and be sure they are properly secured for the night.	11:58 AM	S,M,T,W,T,F,S

Property Checkpoints

Checkpoint Name	Checkpoint Instructions	Checkpoint Notes	Checkpoint Code
Pool & Spa	Officer please check the pool & spa area for any violations to the pool rules including after hour use, alcohol/glass containers, unsupervised children, property damage, or any other unwanted activity. If you find any issues please report them with a photo included if possible.	Officer patrolled the pool & spa looking for violations to the pool rules including after hours use, unsupervised children, alcohol consumption, glass containers, and property damage. Officer will make sure the pool area is only open during the designated hours.	001
Clubhouse	Officer please patrol the clubhouse and make sure each room is clear of any visitors after hours. Make sure all doors and windows are locked. Make sure that there is no improper use of the facility at any time.	Officer patrolled the clubhouse to ensure proper use of the facility and deter any unwanted activity. Officer will make sure that all doors and windows are locked and secured after hours.	002
Laundry Facility	Make sure the laundry facilities are free from any signs of vandalism to the appliances. Check the washers and dryers and close all the lids and dispose of any trash. If you are locking the laundry room make sure you give the residents time to remove their clothes from the dryer when possible before locking	Officer checked the laundry room for any signs of damage to appliances, disposed trash items, and closed lids to washer and dryers to assure that appliances were empty. Officer will ensure that the doors are locked after hours.	003

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the facilities.

Parking Lot	Officer please patrol the parking lot looking for vehicles in violation of the community parking rules. Issue a notice of violation issue using the parking section. If you find a vehicle damaged or with personal property please note it in your report.	Officer checked the parking lot for vehicles in violation of the community parking rules. Officer also checked all community vehicles for signs of vandalism, theft, or damage.	004
Stairwell	Officer please patrol the stairs looking for any suspicious persons, graffiti, vandalism, and any safety concerns, including lights out, spills, etc.	Officer checked the stairwell to make sure there were no signs of vandalism, safety hazards, lights out, or anyone loitering in the area.	005
BBQ & Picnic Area	Officer please patrol BBQ & Picnic area to ensure proper use of the facility. Make sure that anyone using the grills is doing so safely without presenting any hazards to the community. Make sure there are no open alcohol containers, illegal substances, or any unauthorized activity.	Officer checked the BBQ & Picnic area to ensure proper use of the facility and to deter any safety hazards. Officer will also check for any open alcohol containers or illegal substances.	006
Building 1	Patrol all floors of building one walking down all walkways and stairwells checking for any noise disturbances, trash in the walkways, towels or clothes on the balcony, or any unauthorized activity.	Officer checked each floor, walkway, and stairwell of building one looking for any noise disturbances, trash in the walkways, towels or clothes on the balcony, or any unauthorized activity.	007
Leasing Office	Check all windows and doors to make sure they are locked after 7pm. Please note any vandalism or signs of forced entry.	Officer checked all doors and windows to make sure they were locked and secured after hours.	008
Lighting Inspection	Check all the lights in this zone and make sure they are in normal working condition. Note any dull or burnt out lights under the "Light Out" maintenance issue and include photos with an audio file describing which light it is. Be as descriptive as possible with your audio file and note because maintenance teams are only on site during the day.	Officer checked the lighting zone to make sure that all lights were working and that the area was well lit. Any lighting concerns will be noted.	009
Laundry Check	Check the laundry room to make sure that it was locked between 10pm and 5am.	Officer checked the laundry room to make sure that it was locked between 10pm and 5am.	Laundry Check