

HOJO Safety Guide and Checklist (page 1)



GLOSSARY OF TERMS:

1. **STRUCTURE:** Assemblage of building pieces
2. **FRAME:** Border made of wood or metal, of door or window.
3. **HINGE:** Iron rectangular pieces attached (one side is mobile and one is fixed, connected with a pin).
4. **FRAMEWORK:** Assemblage of wood pieces destined to sustain construction.
5. **CASING:** Complete assembly of pieces, in wood or iron around door or window.
6. **CATCH:** Metal piece, which engages bolt or latch of lock to keep door closed.
7. **BOLT/LATCH:** Piece of metal that enters door catch.
8. **FITTING:** Having a perfect fit. Wherein one piece fits exactly into another.

DOORS:

- | Yes | No | | <input type="checkbox"/> | <input type="checkbox"/> | |
|--------------------------|--------------------------|---|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Hole from a previous lock plugged or replaced (if applicable) | <input type="checkbox"/> | <input type="checkbox"/> | Lock catch is loose |
| <input type="checkbox"/> | <input type="checkbox"/> | Door repair looks homemade (ex: piece of door re-glued) | <input type="checkbox"/> | <input type="checkbox"/> | Bolt measures at least 1inch (or 25mm) |
| <input type="checkbox"/> | <input type="checkbox"/> | Door hinges visible from outside the apartment | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Nails (screws) missing from door hinges | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Window contained in door is solid and intact (if applicable) | | | |

DOOR FRAMES – FRONT AND BACK

- | Yes | No | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Doors embed easily in framework |
| <input type="checkbox"/> | <input type="checkbox"/> | There is a gap (we can see outside) between the door and frame |
| <input type="checkbox"/> | <input type="checkbox"/> | Doorframe repair looks homemade (ex: piece of frame re-glued) |
| <input type="checkbox"/> | <input type="checkbox"/> | Doorframe is firmly fixed to building structure |

DOOR LOCKS – FRONT AND BACK

- | Yes | No | |
|--------------------------|--------------------------|-------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Lock is solidly fixed on door |
| <input type="checkbox"/> | <input type="checkbox"/> | Lock has a spring-bolt |
| <input type="checkbox"/> | <input type="checkbox"/> | Key turns easily and locks securely |

WINDOWS, FRAMES & LOCKS:

- | Yes | No | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Exterior frame of window is not cracked and appears solid |
| <input type="checkbox"/> | <input type="checkbox"/> | Window frame fits well in window casing |
| <input type="checkbox"/> | <input type="checkbox"/> | Can see light through window frame and its casing |
| <input type="checkbox"/> | <input type="checkbox"/> | Window lock is in good condition and is operational |
| <input type="checkbox"/> | <input type="checkbox"/> | Part or all of window's glass panes are broken and/or weather stripping is missing |

EXTERIOR PERIMETER

- | Yes | No | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Doors and windows are concealed by obstacles (ex: bushes, tree branches) |
| <input type="checkbox"/> | <input type="checkbox"/> | Exterior lighting is in place and functional |
| <input type="checkbox"/> | <input type="checkbox"/> | Light bulbs of exterior lighting are protected (ex: small grill, unbreakable glass globe) |

NOTE: * *MAKE SURE THE BARRELS OF FRONT AND BACK DOOR LOCKS HAVE BEEN CHANGED.*

FOR MORE INFORMATION PLEASE VISIT:
HOJO.CSU.QC.CA



HOJO Safety Guide and Checklist (page 2)

HAVE YOU CONCLUDED THE TOUR (from side 1)?



If you have ticked off some of the boxes that **WERE NOT** shaded, it signifies that your new residence has certain weaknesses. Please consider that all the different elements you have observed represent the minimum requirements in keeping your new home secure.

If you decide to rent this dwelling in its present state, you may ask your future landlord if he would be able to fix the noted weaknesses before moving in. Have specific repairs noted in the lease prior to signing it. If you have already signed the lease, and the verbal demands do not work, visit our office for information to take recourse.

Once you have moved in and you wish to have more information on the various other ways of securing your property and belongings, the counsellors of Tandem are at your disposal for a free home security evaluation.



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Téléphone : 514 254-3155

Tandem VSP – Bureau central : 7378, rue Lajeunesse, bureau 315,
Montréal QC, Téléphone : 514 490-1414, Email: info@tandemvsp.ca, Web:
www.tandemvsp.ca

Top Ten Safety Tips

At home:

1. *Always use your intercom to find out who is at the entrance. If you do not have this system and are not expecting anyone, DO NOT BUZZ STRANGERS IN.*
2. *Cooperate with the other tenants in KEEPING ALL MAIN DOORS LOCKED AT ALL TIMES.*
3. *Make sure all WINDOWS AND DOORS ARE LOCKED before leaving the house, even for a short period of time.*
4. *Most common locker areas can be easily broken into; AVOID STORING any valuable items in them.*

On the street:

5. *DO NOT CARRY large amounts of money or important documents with you;*
6. *Keep your WALLET SEPARATE FROM YOUR KEYS. If someone robs your bag, they will not have the keys to your house;*
7. *NEVER leave your bags, laptop or any other important item unguarded when in a public building, even for a few minutes. KEEP VISUAL CONTACT of your belongings always;*
8. *At night, try to use an ATM machine that is well lit, on a busy street and preferably with an easily accessible emergency telephone.*
9. *When walking alone, keep to main roads and open spaces, where you can see and be seen. AVOID alleys, isolated or dark areas*
10. *MOST IMPORTANT; BE OBSERVANT, ATTENTIVE and TRUST YOUR INSTINCTS. If you are in a situation where you do not feel safe, take immediate action to regain your sense of security.*

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