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# Crime Prevention Through Environmental Design Evaluation:

<b>Location Address:</b>	
<b>Property Name:</b>	<b>Phone:</b>
<b>Contact Person:</b>	<b>Fax:</b>
<b>Preliminary Completed by:</b>	<b>Date:</b>
<b>Final Completed by:</b>	<b>Date:</b>

This Crime Free Hotel/Motel Crime Prevention Through Environmental Design inspection review and report has been made at the request of the listed management for their property. This is a guide for improving the safety and livability of lodging establishments. **Items marked with Y are required to meet the minimum standards for participating in the Crime Free Hotel/Motel Program.** *While every effort has been made to incorporate into this report reasonable means to reduce the opportunities for criminal activity to occur, there is no express or implied guarantee that if suggestions are implemented that no criminal activity will take place.*

<i>Surveillance:</i>			
<b>Lighting for Security</b>	<b>YES</b>	<b>NO</b>	<b>Done (Date)</b>
1. Y All entry/exit points illuminated			
2. Y Pathways/Alleyways			
3. Y Covered parking areas			
4. Y On-site parking			
5. Y Off-site parking			
6. Y Unit entry/exit points			
7. Y Stairways			
8. Y Office and commercial areas			
9. Y Common use areas			
10. Y Recreational areas			
11. Y Emergency lighting			

<b>General Impression:</b>	<b>Very Poor</b> ____ <b>Poor</b> ____ <b>Adequate</b> ____ <b>Good</b> ____ <b>Excellent</b> ____
<b>Distribution:</b>	<b>Too Dark</b> ____ <b>Too Bright</b> ____ <b>Dark Spots</b> ____ <b>Even</b> ____
<b>Comments:</b>	

<b>Landscaping</b>	<b>YES</b>	<b>NO</b>	<b>Done</b>
1. Y Shrubs trimmed down for natural surveillance (Max height 3')			
2. Y Trees trimmed for natural surveillance (Min. height 6')			
3. Y No landscaping/lighting conflicts? Trees/shrubs trimmed do not block light fixtures.			
4. Y Eliminate adult size hiding places near windows and doors			
5. Y Areas clear of landscape debris			
6. Y Plantings allow limited access to windows or roof tops			
7. Y Plantings do not block visibility of and from windows and doors			
8. Y Landscaping around stairwells/walkpaths do not interfere/conflict with designated purpose			
<b>General Impression:</b>	<b>Very Poor</b> ____ <b>Poor</b> ____ <b>Adequate</b> ____ <b>Good</b> ____ <b>Excellent</b> ____		
<b>Comments:</b>			

<b>Common Areas (Laundry Room, Recreation Rooms, etc.)</b>	<b>Yes</b>	<b>No</b>	<b>Done</b>
1. Y Adequately illuminated inside			
2. Y Entry/Exits illuminated			
3. Y Windows to provide observation into and out of area			
4. Y Exterior doors equipped with deadbolt locks, self closing and locking doors.			
5. Y Windows equipped with anti-slide/anti-lift			
6. Activities are assigned to areas to create surveillance for the area			
7. Y Maintenance of common areas adequate			
8. Y No public area use conflicts			
<b>General Impression:</b>	<b>Very Poor</b> ____ <b>Poor</b> ____ <b>Adequate</b> ____ <b>Good</b> ____ <b>Excellent</b> ____		
<b>Comments:</b>			





<b>Maintenance/Appearance</b>	<b>Yes</b>	<b>No</b>	<b>Done</b>
1. Y Cut weeds and grass, maintain landscaping to reinforce ownership			
2. Y Does the space appear cared for?			
3. Y Trash receptacle areas clean and safe?			
4. Y Stairways, railings, balconies secure/free of debris			
5. Y No inoperable (undriveable) vehicles or vehicles parked on unapproved surfaces			
6. Y No visible graffiti on any surface. Graffiti removed with 24 hours of discovery.			
7. Y Repair deterioration to exterior structures, surfaces, fencing, walkways, and other features that would be considered in obvious need of repair.			
8. Repair/alter or install new fencing to allow for surveillance, while creating a clear border and access control.			
9. Maintenance staff wear uniforms and/or identification tags with photograph			
10. Y Fire hydrants free of debris, easily accessible for emergency personnel			
11. Fire lanes clearly marked and visible			
12. Roof well maintained			
13. Awnings well maintained			
14. Y Trim and building painted, good appearance			
15. Y Smoke alarms present and in working condition			
<b>General Impression:</b> Very Poor ____ Poor ____ Adequate ____ Good ____ Excellent ____			
<b>Comments:</b>			

<b>Activity Support:</b>			
	<b>Yes</b>	<b>No</b>	<b>Done</b>
1. Ramadas/picnic tables present			
2. Barbeque grills/ash cans in place for guest use			
3. Litter receptacle strategically placed			

	Yes	No	Done
4. Recreational equipment well maintained and rules clearly posted			
5. Access control and surveillance of activity support area is clearly defined/visible			
6. Types of activity support:			
<b>General Impression:</b> Very Poor____ Poor____ Adequate____ Good____ Excellent____			
<b>Comments:</b>			

<b>Pool and Spa:</b>	Yes	No	Done
1. Y Rules clearly posted and visible	n/a		
2. Y Pool depth clearly marked	n/a		
3. Telephone near pool	n/a		
4. Y Chemicals secured in storage area which is not accessible to guests	n/a		
5. Y Fence and gate are maintained and allows for unobstructed surveillance	n/a		
<b>General Impression:</b> Very Poor____ Poor____ Adequate____ Good____ Excellent____			
<b>Comments:</b>			

<b>Office Policy:</b>	Yes	No	Done
1. Y Screening procedures consistently followed			
2. Y Crime Free Hotel/Motel certificates posted in nice frame, visible to public			
3. Crime Free Rules and Regulations utilized - presented prior to check in			
4. Staff adequately trained in screening/safety procedures			
5. Y Cash handling policy and/or drop safe			
6. Y Key control policy effective and utilized			

<b>Office Policy:</b>	<b>Yes</b>	<b>No</b>	<b>Done</b>
7. Y Evacuation plan posted or given to guest			
8. Y Serial number recorded/file box			
9. Y Positive photo identification of guests			
10. Y Guest registration completely filled out			
11. Key card entry			
12. Crime Free policy card utilized			
13. CCTV that records			
14. Late hours pay window/drop box			
15. Panic button/alarm system			
16. Interior Corridor between buildings			
17. Employee criminal background checks prior to employment			
<b>General Impression:</b> <b>Very Poor</b> ___ <b>Poor</b> ___ <b>Adequate</b> ___ <b>Good</b> ___ <b>Excellent</b> ___			
<b>Comments:</b>			

<b>First Inspection:</b> <b>Pass</b> ___ <b>Fail</b> ___ <b>Date:</b> _____
<b>Second Inspection:</b> <b>Pass</b> ___ <b>Fail</b> ___ <b>Date:</b> _____
<b>Subsequent Inspections:</b> <b>Pass</b> ___ <b>Fail</b> ___ <b>Date:</b> _____

\_\_\_\_\_  
Signature of Inspector

\_\_\_\_\_  
Signature of Property Manager