



Apartment Renovation After-Hours Access Checklist

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Use this revised checklist before and during a multifamily renovation project to reduce unauthorized after-hours access, clarify contractor permissions, prioritize camera coverage, and document response procedures. Review it again whenever work moves to a new building, wing, courtyard, parking area, or resident-facing phase.

1. Access Point Inventory

- ☐ List every vehicle gate, pedestrian gate, stairwell, breezeway, vacant building entrance, roof hatch, maintenance room, pool gate, dumpster area, and delivery route.
- ☐ Mark each access point as open, restricted, locked, monitored, or emergency-only after hours.
- ☐ Identify all routes where residents and construction traffic may overlap.
- ☐ Confirm which areas require code, key, lockbox, credential, biometric access, or manager approval.
- ☐ Document temporary fencing, lighting, signage, locks, or repairs needed before monitoring begins.

2. Approved After-Hours Users

- ☐ Create a short list of people who are always authorized after hours.
- ☐ Create a separate list for scheduled contractors, vendors, inspectors, and delivery contacts.
- ☐ Define emergency-only access for maintenance, plumbing, electrical, HVAC, fire alarm, and water intrusion response.
- ☐ Rotate shared codes regularly and remove access for former vendors or completed trades.
- ☐ Require written approval for any exception outside the normal access window.

3. Monitoring Schedule

- ☐ Set standard monitoring hours for weeknights.
- ☐ Set weekend, holiday, and shutdown monitoring hours.
- ☐ Add special rules for inspections, resident returns, phased turnovers, and late deliveries.
- ☐ Notify the monitoring team of approved after-hours work before it occurs.
- ☐ Review monitoring schedules whenever the construction phase or access route changes.

4. Camera Coverage Priorities

- ☐ Prioritize contractor gates, service entrances, and after-hours vehicle routes.
- ☐ Monitor vacant building wings, first-floor breezeways, exterior stairwells, and routes into resident-facing areas.
- ☐ Cover material staging zones, equipment parking, mechanical rooms, roof access points, and exposed utility areas.
- ☐ Confirm line of sight after dumpsters, lifts, containers, fencing, landscaping, or parked vehicles move.

- ☐ Consider solar-powered and Starlink-connected options where power or internet is unavailable.

5. Exceptions, Deliveries, and Emergency Access

- ☐ For each exception, document the person, company, time window, approved area, approver, and monitoring note.
- ☐ Assign a specific after-hours delivery route, drop zone, and contact person when late deliveries are unavoidable.
- ☐ Keep emergency maintenance access separate from contractor access.
- ☐ Confirm that emergency routes do not create open access to storage, vacant units, or construction-only areas.
- ☐ Review exception logs weekly to identify repeated weak points or informal access habits.

6. Response and Documentation

- ☐ Confirm who receives the first call when suspicious activity is detected.
- ☐ Define when live operators should issue audio warnings.
- ☐ Define when law enforcement should be contacted.
- ☐ Confirm who receives exported video clips after an event.
- ☐ Review after-hours activity patterns during weekly project meetings.

Quick Reference

Item	Status	Notes
Access map completed	Not Started / In Progress / Complete	Include gates, stairwells, breezeways, vacant wings, roof access, resident overlap areas, and delivery routes.
After-hours access list approved	Not Started / In Progress / Complete	Limit access to essential roles, scheduled exceptions, and emergency-only users.
Monitoring hours confirmed	Not Started / In Progress / Complete	Include nights, weekends, holidays, shutdowns, inspections, and resident return windows.
Camera priority zones selected	Not Started / In Progress / Complete	Focus first on highest-risk entry points, staging areas, and resident-construction transition zones.
Escalation list current	Not Started / In Progress / Complete	Verify phone numbers before each major phase, holiday, or shutdown period.
Video export process defined	Not Started / In Progress / Complete	Clarify who receives clips for police, insurance, owner, vendor, or compliance records.

Access rules should change as the renovation changes. Review this checklist whenever work moves to a new building, wing, courtyard, parking area, or resident-facing phase.

Need help building an after-hours access-control plan for your apartment renovation site? Contact Jobsite Sentry for a free site survey and monitoring recommendation.