



COMMONWEALTH OF VIRGINIA  
**COUNTY OF HENRICO**

R.J. Emerson, Jr., AICP  
Director of Planning  
(804) 501-4602

July 6, 2023

Audubon V, LLC  
Attn: Neil Amin  
300 E. Franklin Street, Floor 3  
Richmond, VA 23219

RE: POD2022-00055  
Residence Inn - Airport  
CPTED Plan

Dear Sir:

The Director of Planning granted your request for approval of a Crime Prevention through Environmental Design (CPTED) plan dated May 31, 2023, and deemed satisfactory by Henrico County Division of Police by memo dated June 29, 2023, in accordance with Section 24-5508 of the Henrico County Code, for the subject project located at 500 W. Williamsburg Road, on parcel 823-716-7341.

The Director of Planning granted this request, subject to the following conditions:

1. The owner/hotel operator shall meet with Henrico County Division of Police prior to operation to ensure the security features are installed as noted in the CPTED plan.
2. The owner/hotel operator shall maintain the security features and shall notify the Henrico County Division of Police of any changes to the CPTED plan.

This approval is for the CPTED plan only. The conditions of Director of Planning Approval dated May 25, 2022, continue to apply. The applicant shall be responsible for securing all necessary permits as required by law.

Sincerely,



R. Joseph Emerson, Jr., AICP  
Director of Planning

pc: Zoning Enforcement Officer (Rice)  
Division of Police (Moffett)  
County Planner (Crady)

COUNTY OF HENRICO  
VIRGINIA

INTER-OFFICE MEMORANDUM

To: Director of Planning Subject: Proposed Residence Inn Hotel at  
500 W Williamsburg Road  
POD2022-00055

From: Chief of Police Date: June 29, 2023

Attached, you will find the Crime Prevention Through Environmental Design Plan for the proposed Residence Inn Hotel on the parcel possessing GPIN 823-716-7341 and address 500 W Williamsburg Road. The submitted CPTED Plan satisfies the Police Division's criteria noted in Sec. 24-5508 of the County's Zoning Ordinance and crime prevention standards for hotels.

Should you have any questions or concerns, please contact Billy Moffett of my staff at [mof@henrico.us](mailto:mof@henrico.us) or 804-501-5370.

  
Eric D. English  
Chief of Police

Attachment:  
Residence Inn Hotel - CPTED Plan

COUNTY OF HENRICO  
VIRGINIA

INTER-OFFICE MEMORANDUM

To: Chief of Police Subject: Proposed Residence Inn Hotel at  
500 W Williamsburg Road  
POD2022-00055

From: CPTED Planner Date: June 29, 2023

Attached, you will find the Crime Prevention Through Environmental Design plan for the proposed Residence Inn Hotel on the parcel possessing GPIN 823-716-7341 and address 500 W Williamsburg Road. The security plan they submitted satisfies the Police Division's criteria noted in Sec. 24-5508 of the County's Zoning Ordinance and crime prevention standards for hotels.

Highlights of the CPTED Plan include:

- A substantial security camera package with 30 days of recorded footage.
- Keycard readers will operate all exterior doors and the hotel's elevators.
- The primary entrance will be closed and locked at 11pm. Guests will access this door after hours via their keycard. A doorbell and intercom will be installed in the vestibule for visitors who arrive after 11pm. They will only be given access after communicating with the front counter attendant.
- Site lighting and landscaping meet CPTED standards.
- They are willing to meet with Henrico Police prior to opening for business to ensure all items noted in this security plan are implemented.



William Moffett  
CPTED Planner

Attachment: CPTED Plan

Mr. Eric D. English  
Chief of Police  
Henrico County Police  
PO Box 90775  
Henrico, VA 23273

Subject: Crime Prevention Through Environmental Design (CPTED) Plan  
(Residence Inn- Airport Hotel, Sandston, VA)

Dear Mr. English:

The objective of this written Crime Prevention Through Environmental Design plan is to reduce the opportunity for crime to occur at the proposed Residence Inn Airport Hotel located at 500 West Williamsburg Road, Sandston, VA 23150.

The plan also highlights the Crime Prevention through Environmental Design (CPTED) Principals including:

- Natural Surveillance
- Natural Access Control
- Territorial Reinforcement
- Maintenance

Construction of the hotel will hopefully begin in July 2023. We seek approval of this security plan as we will operate for 24-hours/day. When all security features are installed, they will function in concert with each other to deter crime from occurring during the day and night-time hours. The hotels security features are outlined in the Attachments A-M, which include, but are not limited to:

Attachment A: Hotel Armed Robbery and Criminal Activity Protocols  
Attachment B: Proposed Security Camera Placement  
Attachment C: Security Camera Placement Location, By Floor  
Attachment D: Interior Security Camera Spec  
Attachment E: Exterior Security Camera Spec  
Attachment F: Monthly Employee Crime/Security Training  
Attachment G: CPTED  
Attachment H: Landscape Plan  
Attachment I: Lighting Plan  
Attachment J: Hotel Hardware/Product Specs  
Attachment K: Access Control for Exterior Doors  
Attachment L: CPTED Plan Checklist

Intermittently during construction, the hotel will be visited by a member of the Shamin Risk Management department to confirm safety, crime and security measures are being constructed as planned. Thomas Builders, the General Contractor, will also have a full time 1<sup>st</sup> shift on site superintendent during the construction.

Once hotel is open, it will be audited by Shamin safety and security consultants by our insurance carriers and brokers to confirm and ensure maximum crime and security controls are in place. Once the hotel construction is completed, we are happy to meet with Henrico Police to ensure the security features are in place as described by the approved plans. We seek approval of this plan by the Henrico Chief of Police.

Sincerely

Andrew D. Reale  
Corporate Director of Risk Management  
Shamin Hotels  
617-461-7325  
Andrew.reale@shaminhotels.com

## **Summary of CPTED Principals Utilized In This Hotel's Construction**

### **1. Natural Surveillance**

Physical features, activities and people are placed in such a way as to maximize visibility. The hotel will be visible from all 4 sides. Visibility will be increased with the design of parking lots and unobstructed doors, windows, and building entrances. All hotel surrounding sidewalks are guest and pedestrian friendly and appropriate exterior lighting exists (see lighting section).

### **2. Natural Access Control**

See attachments. Entrance, exits, landscaping and exterior lighting have been placed to control the access of people going and coming into the hotel. See security section for details on hotel security which include physical and mechanical means of controlling access through locks, alarm systems, cameras, signs, etc. See below section on physical security measures (interior and exterior) for more details.

### **3. Territorial Reinforcement**

See attachments and diagrams. Hotel signage, landscaping, and lighting, etc. are used to express ownership and described in detail in the below sections. See landscaping diagram outlining landscaping which define property lines including delineation between private and public spaces.

This is accomplished using landscape plantings (shrubbery, trees, bushes, etc.), pavement designs (i.e., curbs), gateway treatments (curb extensions) and appropriate signage described in the "signage" section below.

### **4. Maintenance**

The hotel will be maintained in accordance with Shaman Hotels and Marriot P.M. Standards, which will allow for the continued use of the space for its intended purpose. A basic maintenance requirement of the hotel is an internal monthly safety inspection which reviews all hotels safety, security and risk management requirements and protocols. See attachment for this checklist.

A contractor is hired to conduct routine landscaping maintenance and snow ploughing, ice removal as needed. Routine maintenance is conducted on exterior of building to ensure building is in good condition and clean and orderly, including exterior lighting bulbs and fixtures and parking lot maintenance.

Routine inspections of exterior premises will confirm the hotel, walkways, and light fixtures are operational and properly maintained, clean and repaired. Outside trash cans are emptied regularly. Grounds are kept claim and maintained including landscaping. Any exterior premise defect that arises will be quickly corrected such as potholes, trash, faded signage, and broken signs.

## **Attachment A: Residence Inn Airport Hotel Armed Robbery and Criminal Activity Protocols**

Hotel Armed Robbery and Criminal Activity Protocols are:

### **Armed Robbery**

1. Immediately activate the panic button on the security alarm to contact Henrico Police. Or call 911.
2. Notify MOD and follow your brand emergency response procedures for this type of incident, along with the following basic steps:
3. Remain calm.
4. DO NOT make any sudden movements.
5. Cooperate with all demands.
6. Make a mental note of cash handed over to the suspect(s). Include the total amount and denominations if possible.

7. Make a mental description of the suspect(s), including height, weight, build, race, approximate age, facial hair, any unique or identifiable features, speech (i.e., accent, deep or high-pitched voice, etc.), scars, glasses, type of clothing, whether gloves were worn.
8. Make a mental description of any weapon used.
9. If a note is used in the robbery, attempt to keep it. However, if the suspect demands its return, give it back. Handle the note as little as possible. **DO NOT** let anyone else touch it.
10. If given the opportunity, attempt to activate the “alarm button,” but **DO NOT ENDANGER YOURSELF**.
11. If unable to activate the alarm while the suspect(s) are in front of you, do so after they leave.
12. As soon as possible, notify your manager and give all details about the robbery.
13. Write down the description of the suspect(s) as soon as possible while the details are still fresh in your mind.
14. **AT NO TIME SHOULD ANY EMPLOYEE ATTEMPT TO APPROACH OR APPREHEND A ROBBERY SUSPECT.** That job is the responsibility of law enforcement.

### **Criminal Activity**

1. Call 911.
2. Notify MOD and follow your brand Emergency Response Procedures for this type of incident, along with the following basic steps:
3. Employees should take care to not put themselves at risk if discovering criminal activity.
4. Contact your manager and aid victims, as appropriate, but do not put yourself at risk in attempting to prevent the activity or in apprehending the perpetrator.
5. Secure the area so bystanders do not disturb the scene.
6. Refer media to law enforcement for information and comment.
7. Contact Corporate Risk Management with specifics on the incident and further guidance.

**\*\*Residence Inn by Marriott also has written Active Shooter and Bomb Threat Policies\*\***

**Attachment B - Proposed Camera Placement**

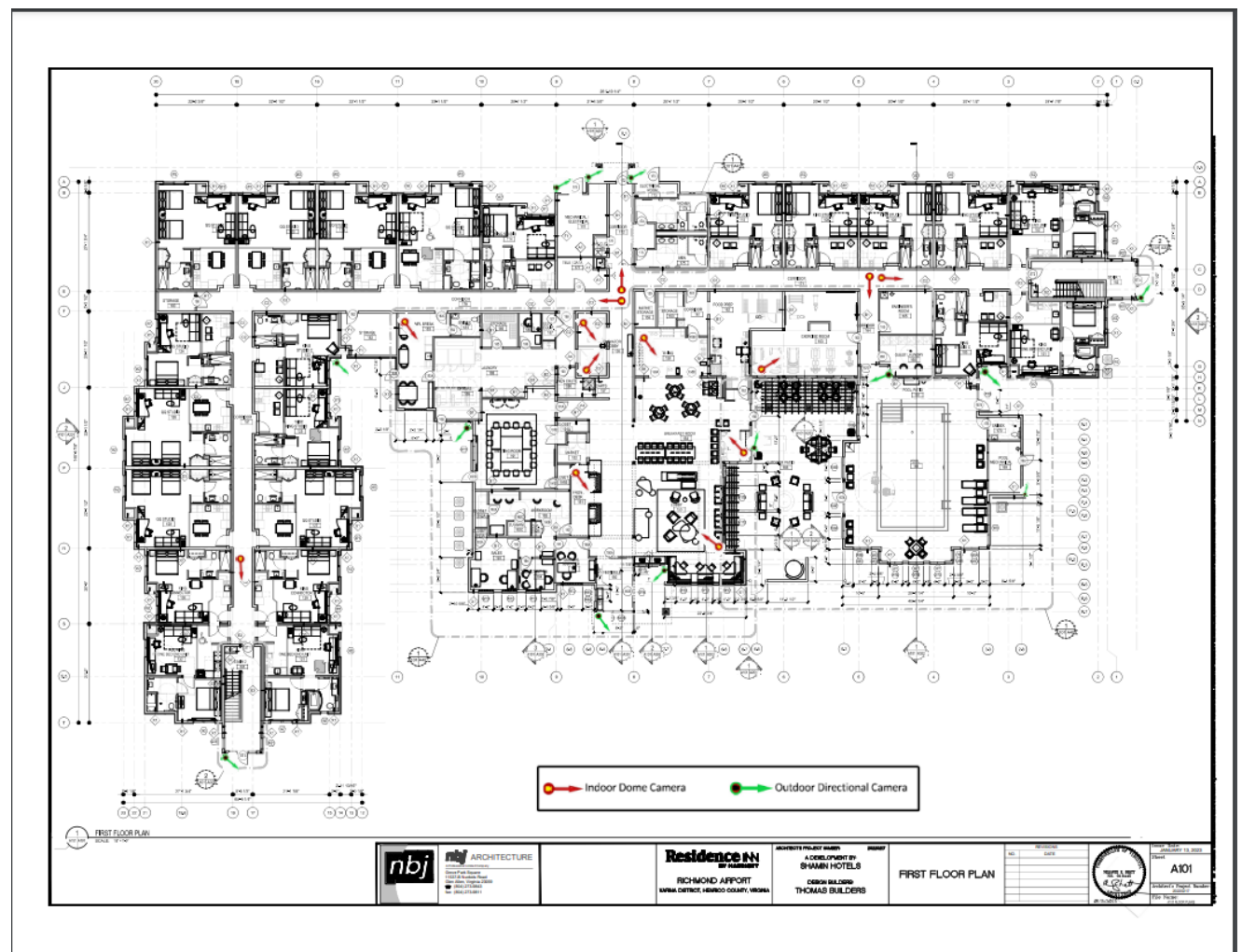
Below is a preliminary list of inside and outside cameras, nos. of cameras, and what is covered/viewed by the camera.

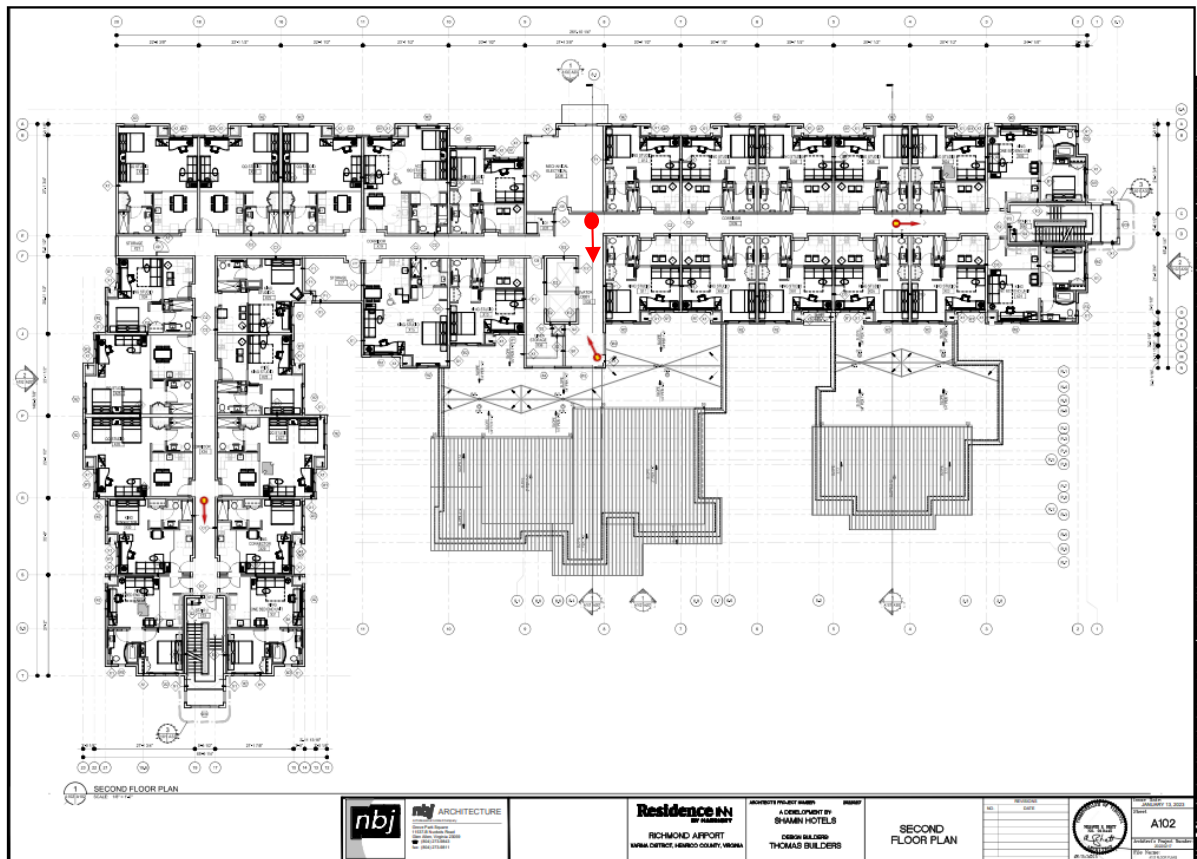
<b>Shamin Hotels /Residence Inn Richmond Airport Camera Placement</b>				
Location	Inside/Outside	Total Cameras	Describe view	Comments
Front Desk	Inside	1	View all front desk work stations to include employee, guest, and pantry (if applicable).	Need to see the guests face
Side Entrance of guest elevators - Lobby Level	Inside	1	View of anyone walking out to capture their front image.	
Front Entrance	Inside	1	View of anyone walking in and out to capture their front image.	
Front Entrance	Outside	1	View of porte-cochere/driveway	View LP of vehicles and face of person exiting vehicle if possible
Associate Entrance	Outside	1	View of anyone walking in and out to capture their front image.	In large hotels where separate associate entrance, in most cases this can be achieved with the loading dock cameras (see below)
Back Doors Event space	Inside	1	view of people approaching to exit through this door	mount in corner of vestibule
Pantry/Kitchen	Inside	1	view of cook line	
	Outside	1	view of exiting through this door	Fire exit
Corridors @ grade level exit doors	Inside	1	view of corridor from above the door	View to see face of persons exiting the hotel
Safe Camera Finance Office	Inside	1	view of safe in finance office	
Safe Camera	Inside	1	view of drop safe behind the front desk that is located in safe deposit box room.	See Line #21 - may satisfy this requirement

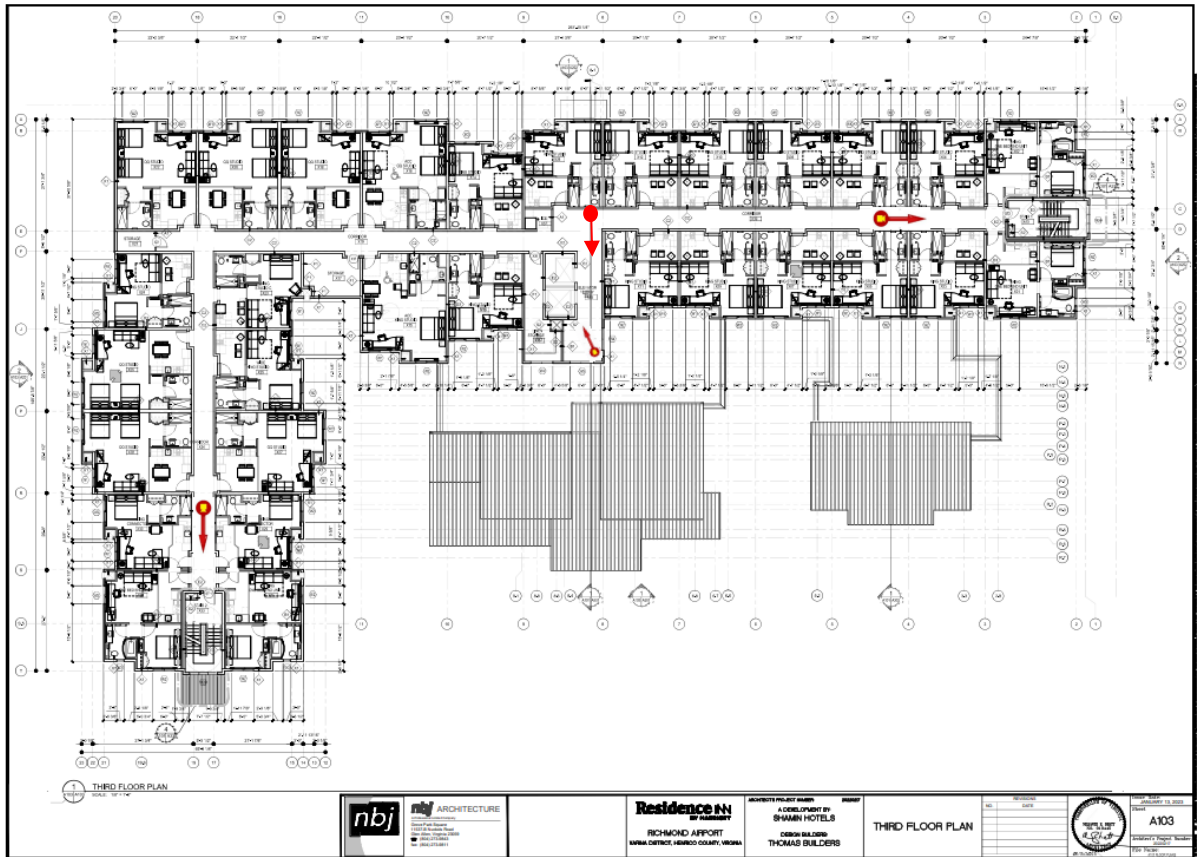
Lobby Bar	Inside	1	View from above of cash drawer and terminal; ok to catch view of some guests too.	
Back office just inside the front desk	Inside	1	view of people 's activity, key cabinet & drop safe	
Grade Level exits	Exterior	1	view of face of anyone exiting from doors direct to the outside	This includes meeting rooms, stairwells, store rooms, mechanical rooms, etc...
Laundry room	Inside	1	Position above the doors that go outside - view of ppl exiting	
Lobby Seating Area	Inside	1	wide view of lobby and any steps	
Roof Access	Inside	1	view of door and anyone that exits	
Exercise room door	Inside	1	View of entrance	
Outside Parking Lot	outside front	1		
Outside Side Lot	outside side	1		
Outside Side Lot	outside side	1		
Outside Parking Lot	outside rear	1		
ATM	Inside	1		
Pool exit door	outside or inside	1	View of exiting through this door position so only view of that and not the pool.	
Parking Garage Decks (if applicable) none	Outside		Main Access Gate and Pay Station	View of driver and LP



# **Attachment D - Camera Placement Exhibit by Floor**









**Residence Inn**  
BY HILTON  
RICHMOND AIRPORT  
10000 COTTAGE AVENUE, COVINGTON, MISSISSIPPI 38429


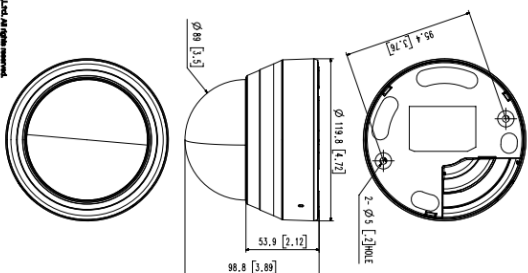
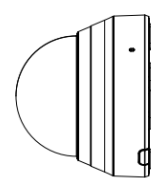
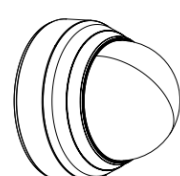
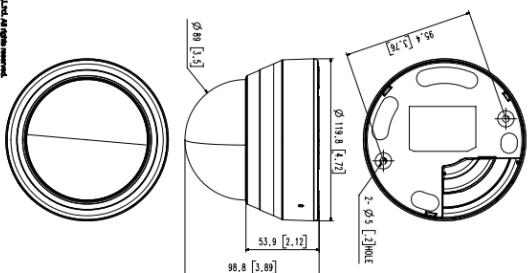
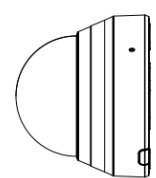
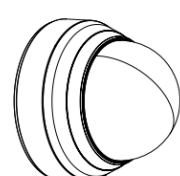
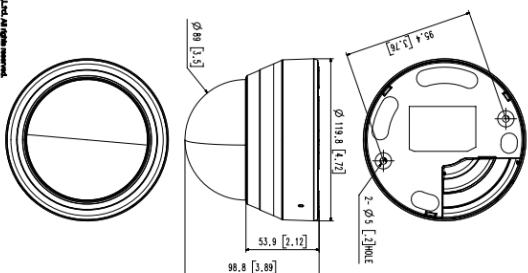
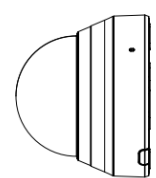
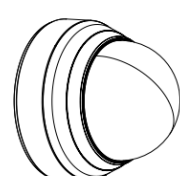
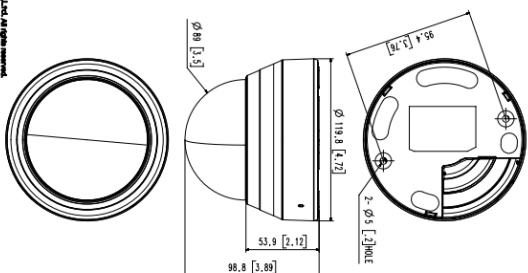
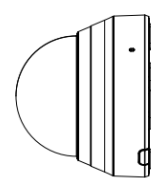
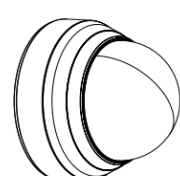
ARCHITECT: HILTON  
A DEVELOPMENT BY  
SHAMIN HOTELS  
OWNER: HILTON  
DESIGNER: SHAMIN HOTELS  
CONSTRUCTION: THOMAS BUILDERS

FOURTH FLOOR PLAN

NO.	DATE



**Attachment D - Proposed Security Camera Spec Sheets (Indoor)**

<b>WISENET</b>	LND-6072R	<b>WISENET</b>	LND-6072R																																																																																
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<b>Key Features</b> <ul style="list-style-type: none"> <li>• 2 megapixel (1920 x 1080) resolution</li> <li>• 3.2 ~ 10mm varifocal lens</li> <li>• 30fps@all resolutions (H.264)</li> <li>• H.264, MJPEG codec supported, Multiple streaming</li> <li>• Day &amp; Night (ICR), WDR (120dB)</li> <li>• Tampering, Motion detection</li> <li>• microSD/SDHC memory slot (Maximum 32GB), PoE</li> <li>• Hallway view, WiseStreamII support</li> <li>• IR viewable length 20m</li> </ul>		<table border="1"> <thead> <tr> <th colspan="2">Video</th></tr> </thead> <tbody> <tr> <td>Imaging Device</td><td>1/2.8" 2 MP CMOS</td></tr> <tr> <td>Effective Pixels</td><td>1944(H)x1093(V)</td></tr> <tr> <td>Min. Illumination</td><td>Color: 0.095Lux(F1.6, 1/30sec) BW - 0Lux (IR LED on)</td></tr> <tr> <th colspan="2">Lens</th></tr> <tr> <td>Focal Length (Zoom Ratio)</td><td>3.2~10mm(3.1x) manual varifocal</td></tr> <tr> <td>Maximum Aperture Ratio</td><td>F1.6(Wide)-F2.9(Tele)</td></tr> <tr> <td>Angular Field of View</td><td>H: 109.0°(Wide)-33.2°(Tele)/ V: 57.4°(Wide)-18.7°(Tele) D: 132.0°(Wide)-38.0°(Tele)</td></tr> <tr> <td>Minimum Object Distance</td><td>0.5m(1.64ft)</td></tr> <tr> <td>Focus Control</td><td>Manual</td></tr> <tr> <td>Lens Type</td><td>DC auto iris</td></tr> <tr> <th colspan="2">Pan / Tilt / Rotate</th></tr> <tr> <td>Pan / Tilt / Rotate Range</td><td>0°~350° / 0°~67° / 0°~355°</td></tr> <tr> <th colspan="2">Operational</th></tr> <tr> <td>IR Viewable Length</td><td>20m(65.62ft)</td></tr> <tr> <td>Camera Title</td><td>Displayed up to 15 characters</td></tr> <tr> <td>Day &amp; Night</td><td>Auto(ICR)</td></tr> <tr> <td>Backlight Compensation</td><td>BLC, WDR, SSSDR</td></tr> <tr> <td>Wide Dynamic Range</td><td>120dB</td></tr> <tr> <td>Digital Noise Reduction</td><td>SSNR</td></tr> <tr> <td>Motion Detection</td><td>4ea, rectangular zones</td></tr> <tr> <td>Privacy Masking</td><td>6ea, rectangular zones</td></tr> <tr> <td>Gain Control</td><td>Low / Middle / High</td></tr> <tr> <td>White Balance</td><td>ATW / AWC / Manual / Indoor / Outdoor</td></tr> <tr> <td>LED</td><td>Support</td></tr> <tr> <td>Electronic Shutter Speed</td><td>Minimum / Maximum / Anti flicker</td></tr> <tr> <td>Video Rotation</td><td>Flip, Mirror, Hallway view(90°/270°)</td></tr> <tr> <td>Analytics</td><td>Motion detection, Tampering</td></tr> <tr> <td>Alarm Triggers</td><td>Analytics</td></tr> <tr> <td>Alarm Events</td><td>File upload via FTP and e-mail Notification via e-mail</td></tr> <tr> <th colspan="2">Network</th></tr> <tr> <td>Ethernet</td><td>SD/SDHC recording at event triggers RJ-45(10/100BASE-T)</td></tr> <tr> <th colspan="2">Video Compression</th></tr> <tr> <td>H.264</td><td>Main/Mainline/High, MJPEG</td></tr> <tr> <td>Resolution</td><td>1920x1080, 1280x960, 1280x720, 800x600, 800x448, 720x576, 720x480, 640x480, 640x360</td></tr> <tr> <th colspan="2">Max. Frame rate</th></tr> <tr> <td>H.264</td><td>Maximum 30fps</td></tr> <tr> <td>MJPEG</td><td>Maximum 30fps at 1920x1080, Maximum 30fps at 1280x960, 1280x720, Maximum 10fps at other resolution</td></tr> <tr> <th colspan="2">Smart Codec</th></tr> <tr> <td>WiseStreamII</td><td></td></tr> </tbody> </table> <p>© 2023 Hanwha Techwin Co., Ltd. All rights reserved.</p>		Video		Imaging Device	1/2.8" 2 MP CMOS	Effective Pixels	1944(H)x1093(V)	Min. Illumination	Color: 0.095Lux(F1.6, 1/30sec) BW - 0Lux (IR LED on)	Lens		Focal Length (Zoom Ratio)	3.2~10mm(3.1x) manual varifocal	Maximum Aperture Ratio	F1.6(Wide)-F2.9(Tele)	Angular Field of View	H: 109.0°(Wide)-33.2°(Tele)/ V: 57.4°(Wide)-18.7°(Tele) D: 132.0°(Wide)-38.0°(Tele)	Minimum Object Distance	0.5m(1.64ft)	Focus Control	Manual	Lens Type	DC auto iris	Pan / Tilt / Rotate		Pan / Tilt / Rotate Range	0°~350° / 0°~67° / 0°~355°	Operational		IR Viewable Length	20m(65.62ft)	Camera Title	Displayed up to 15 characters	Day & Night	Auto(ICR)	Backlight Compensation	BLC, WDR, SSSDR	Wide Dynamic Range	120dB	Digital Noise Reduction	SSNR	Motion Detection	4ea, rectangular zones	Privacy Masking	6ea, rectangular zones	Gain Control	Low / Middle / High	White Balance	ATW / AWC / Manual / Indoor / Outdoor	LED	Support	Electronic Shutter Speed	Minimum / Maximum / Anti flicker	Video Rotation	Flip, Mirror, Hallway view(90°/270°)	Analytics	Motion detection, Tampering	Alarm Triggers	Analytics	Alarm Events	File upload via FTP and e-mail Notification via e-mail	Network		Ethernet	SD/SDHC recording at event triggers RJ-45(10/100BASE-T)	Video Compression		H.264	Main/Mainline/High, MJPEG	Resolution	1920x1080, 1280x960, 1280x720, 800x600, 800x448, 720x576, 720x480, 640x480, 640x360	Max. Frame rate		H.264	Maximum 30fps	MJPEG	Maximum 30fps at 1920x1080, Maximum 30fps at 1280x960, 1280x720, Maximum 10fps at other resolution	Smart Codec		WiseStreamII	
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<b>Streaming</b> Unicast(6 users) / Multicast Multiple streaming (Up to 3 profiles)																																																																																			
<b>Protocol</b> IPv4, IPv6, TCP/IP, UDP/IP, RTP(UDP), RTSP(TCP), RTSP, NTP, HTTP, HTTPS, SSL/TLS, DHCP, FTP, SMTP, ICMP, IGMP, SNMPv1/v2c/v3(MB+), ARP, DNS, DDNS, QoS, UPnP, Bonjour, LLDP																																																																																			
<b>Security</b> HTTPS/SSL Login Authentication Digest Login Authentication IP Address Filtering User access log 802.1X Authentication(EAP-TLS, EAP-LEAP)		<table border="1"> <thead> <tr> <th>No.</th><th>Unit</th><th>Value</th><th>Unit</th></tr> </thead> <tbody> <tr> <td>1</td><td>WDR</td><td>120dB</td><td>dB</td></tr> <tr> <td>2</td><td>SSNR</td><td>18</td><td>dB</td></tr> <tr> <td>3</td><td>SSDR</td><td>120</td><td>dB</td></tr> <tr> <td>4</td><td>SSNR</td><td>18</td><td>dB</td></tr> <tr> <td>5</td><td>SSDR</td><td>120</td><td>dB</td></tr> </tbody> </table>		No.	Unit	Value	Unit	1	WDR	120dB	dB	2	SSNR	18	dB	3	SSDR	120	dB	4	SSNR	18	dB	5	SSDR	120	dB																																																								
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5	SSDR	120	dB																																																																																
<b>Edge Storage</b> Micro SD/SDHC 1 slot 32GB																																																																																			
<b>Application Programming Interface</b> ONVIF Profile S/G/T SUNAPI(HTTP API)																																																																																			
<b>Web Viewer</b> Supported OS: Windows 7, 8.1, 10, Mac OS X 10.12, 10.13, 10.14 Recommended Browser: Google Chrome Supported Browser: MS Explorer 11, MS Edge, Mozilla Firefox (Window 64bit only), Apple Safari/Mac OS X only)																																																																																			
<b>Memory</b> 512MB RAM, 256MB Flash																																																																																			
<b>Environmental</b>																																																																																			
<b>Operating Temperature / Humidity</b> -10°C ~ +55°C(+14°F ~ +131°F) / Less than 90% RH																																																																																			
<b>Storage Temperature / Humidity</b> -30°C ~ +55°C(-22°F ~ +131°F) / Less than 90% RH																																																																																			
<b>Electrical</b>																																																																																			
<b>Input Voltage</b> PoE(IEEE802.3af Class2)																																																																																			
<b>Power Consumption</b> Maximum 6.4W, Typical 5.0W																																																																																			

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## **Attachment F - Additional Comments-Crime Prevention through Environmental Design**

### **1. Trespassing Enforcement (Natural Access Control)**

- a. Trespassing will not be allowed on the site. Anyone who appears to be loitering or trespassing will be approached to determine if they are a registered guest or affiliated with one. If they are not a guest, they will be asked to leave the premises and if uncooperative, local police will be called. In certain circumstances individuals will be banned from property. Included in this banishment is a photo of the banned individual(s) to be placed at the front desk and provided to police.

### **2. Cash and Asset Control (Natural Access Control)**

- a. Each guest room will be provided with a room safe that meets Marriott brand standards. See spec sheet attached on Exhibit G.
- b. Cash at front desk and in hotel master safe is limited in amount \$100.
- c. Cash handling policy outlining minimum cash available to be kept on hand, and cash transfer policies are outlined on the attached cash handling policy

### **3. Camera System (Natural Access Control)**

- a. The camera system will be backed up on a DVR or NVR for a minimum of 30 days per Shamin Policy.
- b. The camera system console will be stored in a locked and/or secure location (with mounted cabinet) in the hotel which will be monitored by camera.
- c. If requested by Henrico Police, security footage is readily available as long as it is requested within 30-60 days of incident occurrence. Requests for video footage can be made by contacting [Andrew.reale@shaminhotels.com](mailto:Andrew.reale@shaminhotels.com) and including the following information (dates/times/cameras/locations/due date/where to send) A Henrico Police Department member is also welcome to come to the hotel by appointment to view the footage in person if needed. The camera system is easily accessible by anyone with proper credentials and approval.
- d. The cameras are inspected monthly in-house by the hotel GM as part of an internal monthly hotel safety and security inspection. Several third-party vendors are on call to respond to any camera operational emergencies that cannot be handled in house by internal hotel engineering staff.
- e. The hotel GM will be trained in camera usage, how to pull and maintain storage, and who to call in the system emergency. The Shamin Hotels IT department provides needed support with camera issues and are local to the hotel and can visit site if needed in a camera emergency.
- f. SafetyNet Access is the camera system vendor which will be used. They are on call to hotel GM/ staff if camera system technical staff is needed (Safety NetAccesss-1 University Avenue, Suite 103, Westwood, MA 02090, 855-SNA-HSIA).

### **4. Physical Security Measures (Natural Access Control)**

- a. Exterior doors (except front entrance) will only be accessible with a guest or employee keycard. After 11:00 pm daily the front entrance will be secured so it is only accessible with a guest or hotel employee badge card.
- b. Guest room doors will be provided with deadbolts and secondary door controls including door latch and/or chain latch.

5. Employee Training
  - a. Hotel employees are trained monthly in safety, security, or crime prevention topic. Monthly training topics/posters are provided to hotel managed and employees who review the document and then post it for 30 days.
  - b. Upon Hire all employees are trained in Shamin SOPs for Crime and Security Prevention located in our Corporate Risk, Safety and Security Manual employees are required to review and sign off on at orientation. See attachment A-Residence Inn Safety and Security Manual. Reviewed will all employees are our SOPs on i. Armed robbery; ii. Criminal activity, iii. Safety and security, iv. Cash handling if applicable.
  - c. Quarterly all Hotel GMs are required to take part in Risk, Safety and Security Webinars covering a wide variety of topics. Each quarter major incidents are discussed (if any) and corrective action to prevent reoccurrence.
6. Landscaping Plan
  - a. See Attachment H - Landscaping Plan
7. Lighting Plan
  - a. See Attachment I – Lighting Plan



## ATTACHMENT G - MONTHLY EMPLOYEE CRIME/SECURITY TRAINING

### PREVENTING GUEST PROPERTY THEFT

#### Parking Lots

Ensure all outside parking areas and garages have signs posting with "Hotel not responsible for guest belongings or vehicle damage" or similar wording



#### Guest Rooms

Encourage use of safes and safe deposit boxes. Pursuant to state statutes, notices shall be posted on each guest room door indicating the hotels limited liability



#### Public Space

Ensure hotel security cameras both inside and outside are always working and recording for at least 60 days; and hotel entrance is secured from 11 pm-6 am



**Employee Training** Train employees to report suspicious activity and practice security awareness. Housekeepers should report any guest belongings left in room.

#### Other



At check in, remind guests about safes in rooms and/or front desk and encourage use

Provide Guest Room Literature, as provided, required by brand, encouraging guest safety, the use of room safes, and written reminders that hotel is not responsible for lost or stolen guest belongings

KEY AREAS:  
PARKING LOTS  
GUEST ROOMS  
PUBLIC SPACE



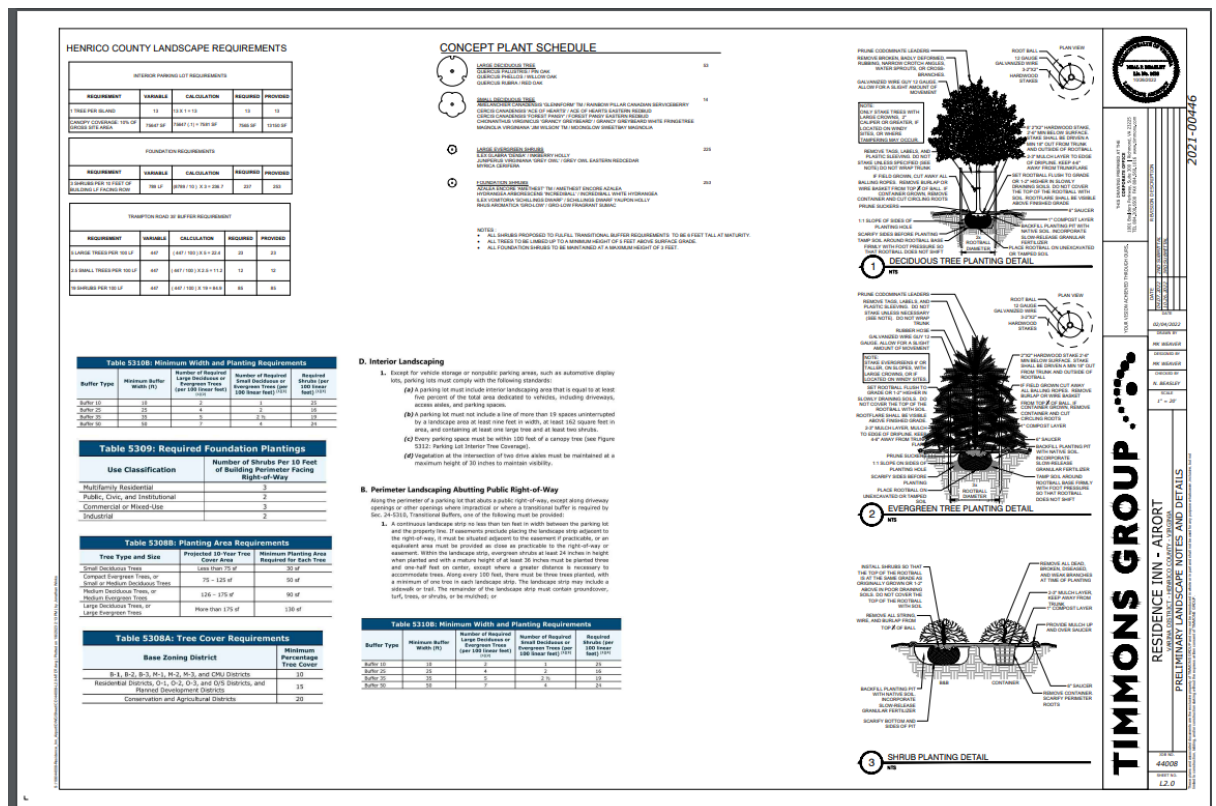
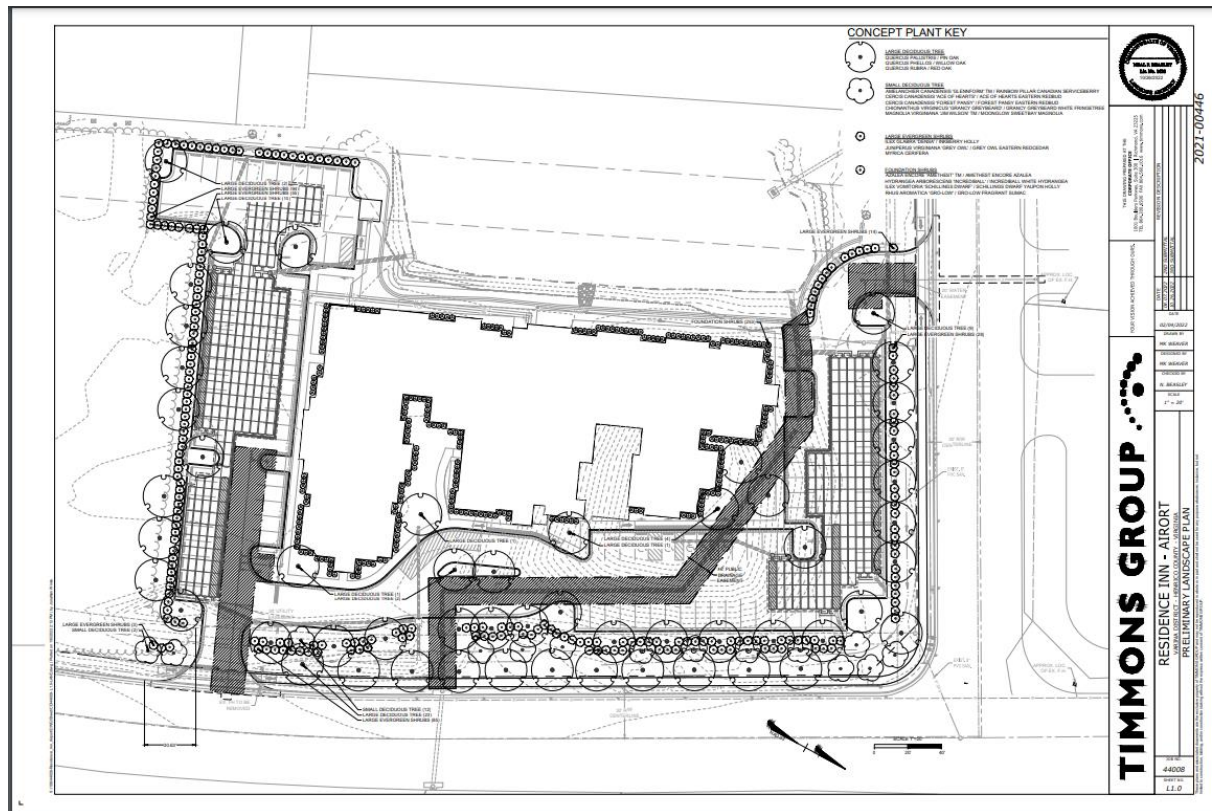
Valets must lock car doors after valeting.

Issue claim checks for checked bags and valeted cars.

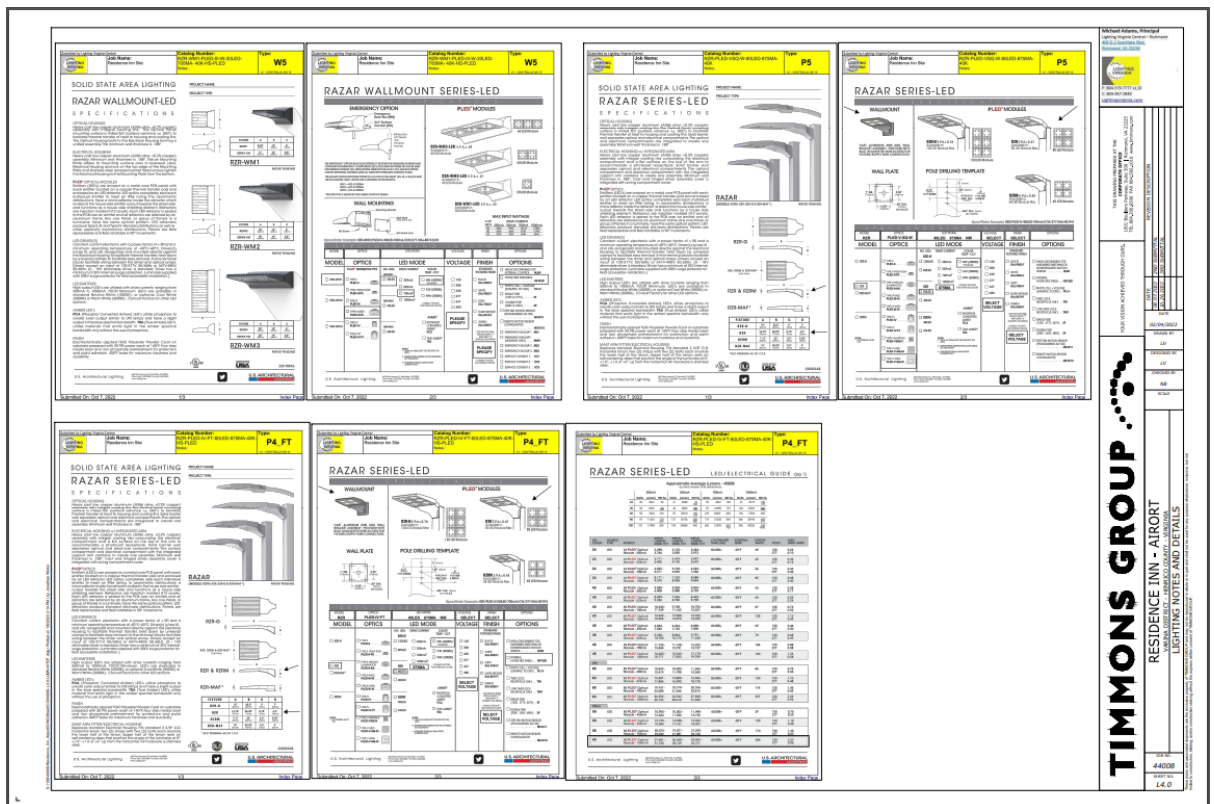
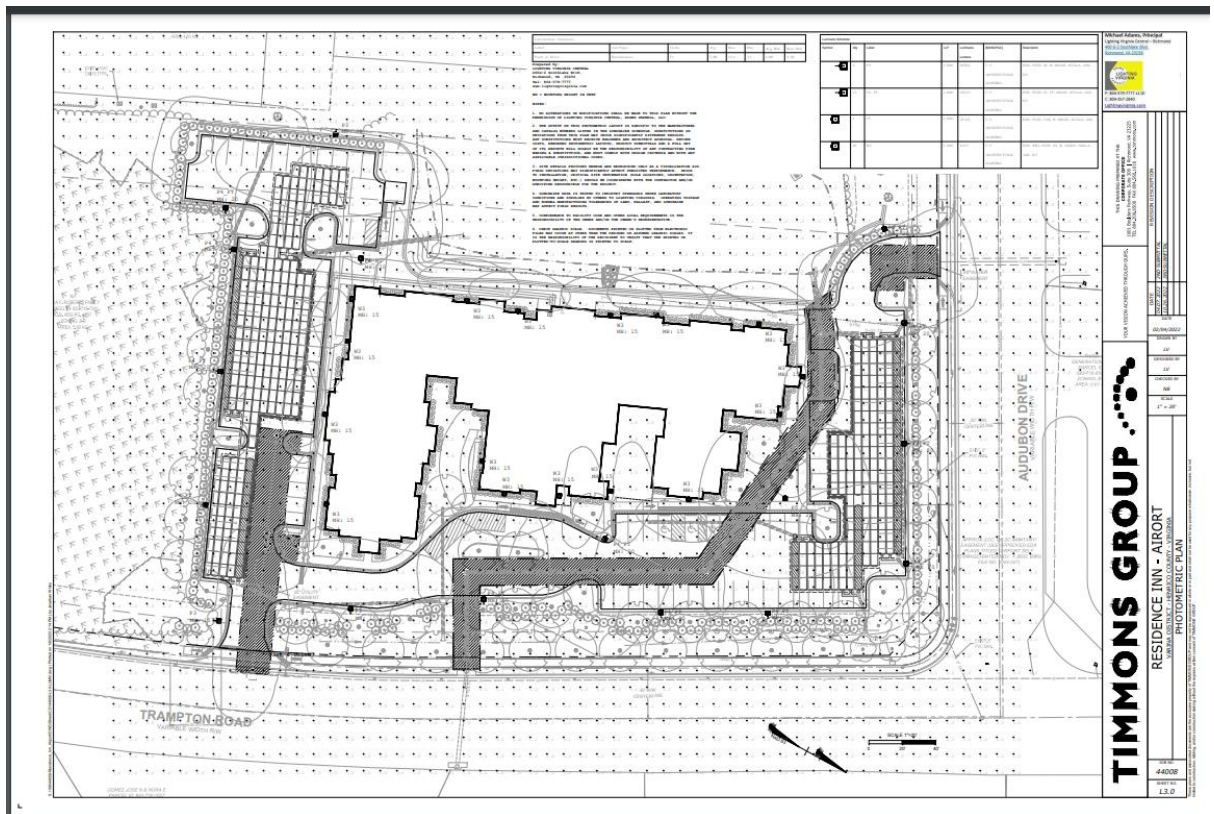
Maintain package log for guest packages shipped to hotel.

**Report suspicious activity and Practice security awareness!**

# Attachment H – Landscape Plan - reviewed as part of the Plan of Development (POD) review



## Appendix I – Lighting Plan – reviewed as part of the Plan of Development (POD) review



## **Appendix J - Hotel Hardware/ Product Specs**

[https://drive.google.com/file/d/1nWkm5\\_s5MXu1OCKNPnP8W\\_b9\\_gQn5RLY/view?usp=share\\_link](https://drive.google.com/file/d/1nWkm5_s5MXu1OCKNPnP8W_b9_gQn5RLY/view?usp=share_link)



# Attachment K

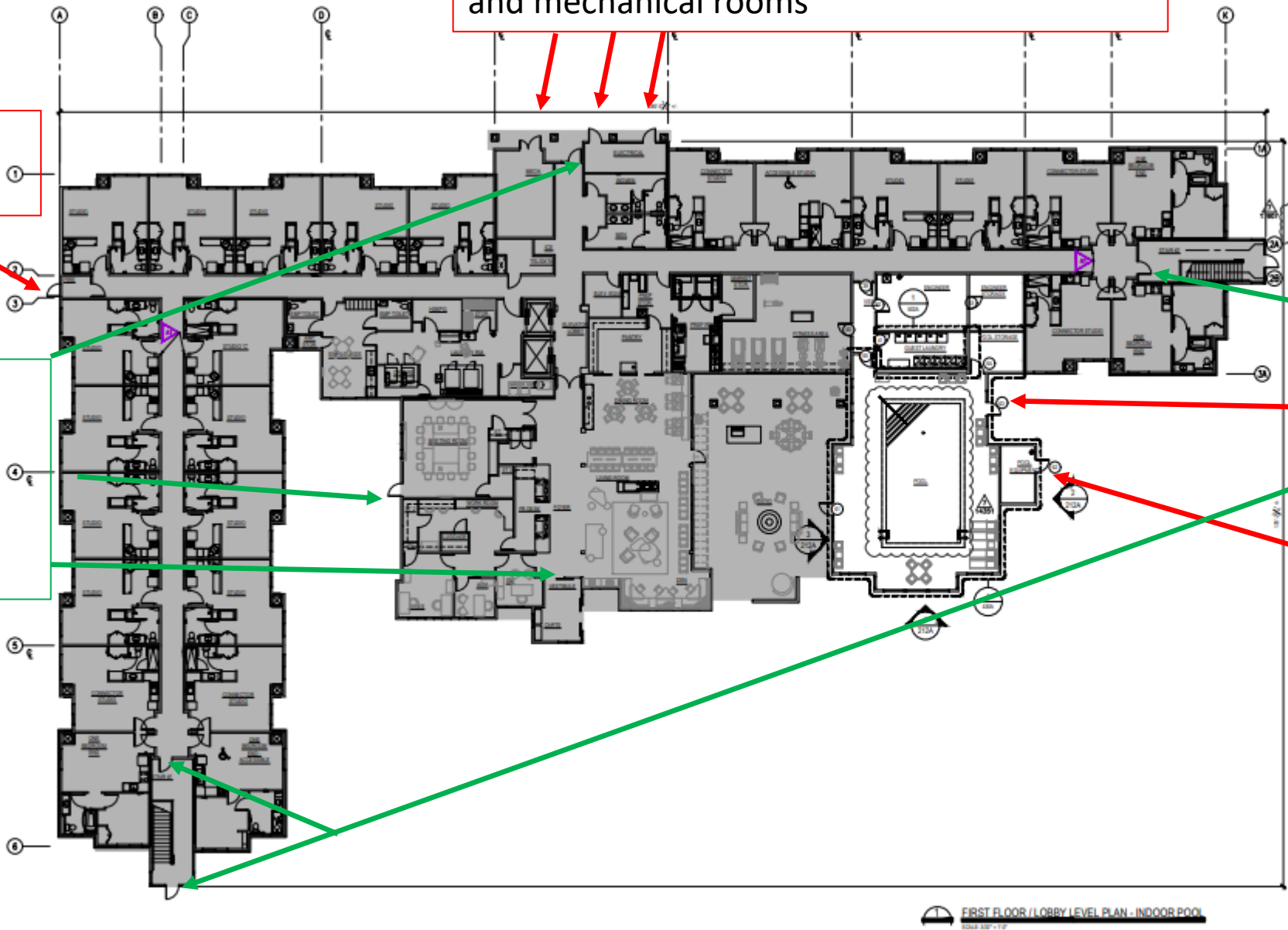
Deadbolts – non-public doors for electrical and mechanical rooms

Fire Pump Room Door

Keycard reader that actuates the door locking mechanism

Keycard reader that actuates the door locking mechanism

Pool equipment door



**REFERENCE NOTES**

1. REFER TO DESIGN STANDARDS, ARCHITECT IS RESPONSIBLE FOR DESIGNING PROJECT IN ACCORDANCE WITH THE DESIGN STANDARDS.
2. REFER TO DESIGN STANDARDS "LEGEND" CHAPTER FOR ELEVATOR PLANNING REQUIREMENTS INCLUDING ELEVATOR SHAFT, SIZE, WEIGHT, PERFORMANCE CRITERIA AND LOADS.

**GENERAL NOTES**

1. THE LOCATIONS OF ACCESSIBLE UNITS SHOWN ARE SUGGESTED AND MEET THE REQUIREMENTS FOR NUMBER OF ACCESSIBLE UNITS IN THE BLDG. ACTUAL NUMBERS REQUIRED AND LOCATIONS FOR A SPECIFIC PROJECT ARE TO BE DETERMINED BY THE ARCHITECT OF RECORD.
2. DESIGN CONSULTING MUST SUBMIT A COMPREHENSIVE INTERIOR FINISH/TURNOUT REPORT (INCLUDING ELEVATOR, FULLY COMPLETED WITH AN ELECTRICAL, MECHANICAL AND OTHER WALL-MOUNTED RISER, FOR REVIEW AND APPROVAL).
3. AREAS SHOWN IN THIS DRAWING ARE UNFINISHED AND TO BE SHOWN ONLY FOR REFERENCE PURPOSES.

**CRITERIA NOTES**

CRITERIA NOTES ARE SHOWN ORIGINATED BY DISCIPLINE AND COULD BE INTERPRETED TO APPLY TO MORE THAN ONE DISCIPLINE. FOR ACCURACY, NOTES ARE ONLY SHOWN UNLESS OTHERWISE SPECIFIED. CONSULT WITH THE ARCHITECT OF RECORD FOR CLARIFICATION.

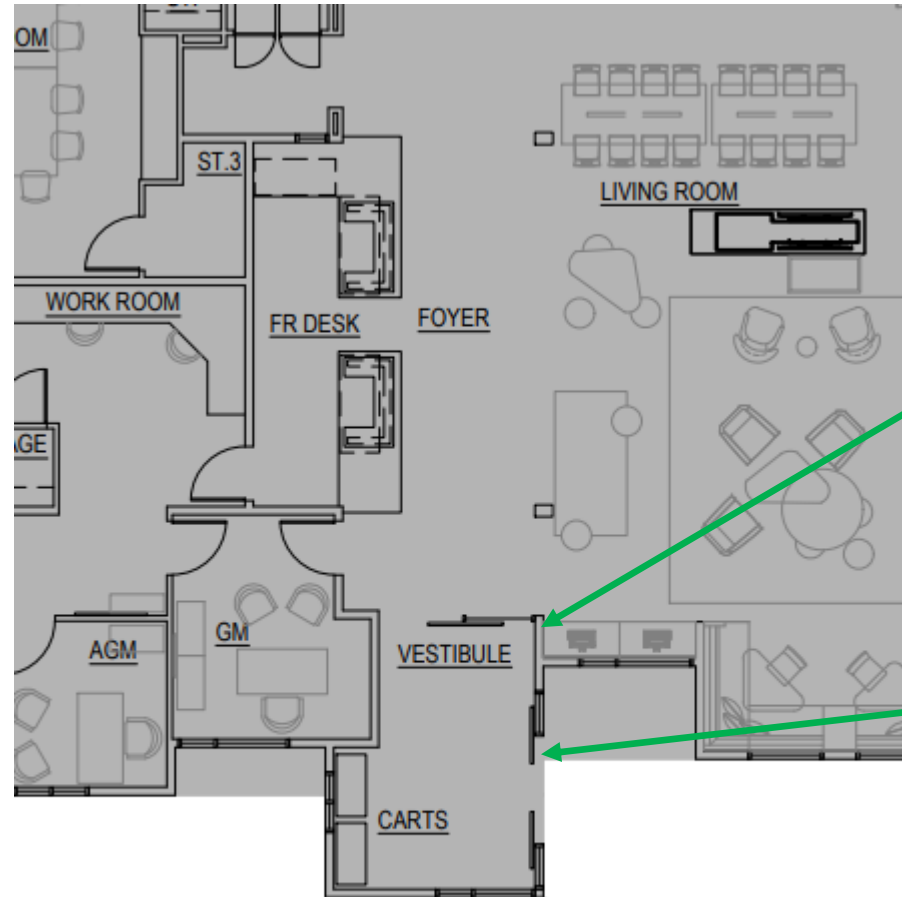
**LEGEND**

ALARM ZONE PROTECT TO CREATE RELAY ALONG CORRIDOR

**Design Guidelines**

DESIGN DATE: 10/1/17  
REVISION DATE: 10/1/17  
DESIGNER: DCA  
REVIEWER: [Signature]  
PROJECT: FIRST FLOOR LOBBY LEVEL PLAN - INDOOR POOL  
200A  
NOT FOR CONSTRUCTION

# Attachment K



Location for doorbell for front desk – Interior vestibule door will be locked, except for guest who have a keycard after 11pm

Sliding door is always unlocked but it does have a deadbolt for emergency situations.

## CPTED Plan

### Hotel Checklist

Hotel Name: Residence Inn by Marriot

Address: 500 West Williamsburg Road, Sandston VA 23150

Proposed Hours of Operation: 24-7 (hotel)

Yes	No	Security Personnel:
X		Is your organization agreeable to hire uniformed security or off-duty Henrico Police if alerted by Henrico Police that crime or calls for service become an issue at your hotel?  Yes, but only If required by Shamin Risk Management
N/A		If yes, please include the company's name and if they are licensed by a security licensing authority?  Not needed at this time.
N/A		Provide a picture of the security officer's uniform or how they are identifiable.  Unknown (not chosen) at this point
N/A		Describe what uniformed security officers would do?  Patrol/monitor as prescribed, written service specs/scope of work will be provided
Yes	No	Security Alarm:
Y		Will the business use a security alarm?
Y		Will it be monitored by professional security company?
Y		What type of features will the alarm have? Please note the location. ✓ Keypad with panic buttons? *Remote panic buttons? (Personal Notification Devices *panic buttons* provided to all employees) • Other- please describe: All exterior doors provided with keycard access and cameras throughout as noted in the CPTED Plan.



Yes	No	Security Cameras:
Y		Interior Security Cameras See Attachment C in CPTED Plan See red colored indicators on the floor plan.
Y		Exterior Security Cameras See Attachment C in CPTED Plan See green colored indicators on the first-floor plan.
Yes	No	Exterior Security Cameras (continued):
Y		Vehicular entrances and exits
Y		Specification sheets are provided. See Exhibit D and E
Y		Will there be a monitor showing customers they are being captured on camera?
Y		All security cameras shall remain in good operating condition and maintained often.
Y		All security camera footage shall be retained for a minimum of 30 days.
Yes	No	Landscaping:
Y		Provide a landscaping plan. <ul style="list-style-type: none"> <li>The landscape plan was submitted and reviewed as part of the Plan of Development application. Henrico Police has no further comments on the site landscaping plan.</li> </ul>
Yes	No	Lighting:
Y		Provide a site lighting plan. <ul style="list-style-type: none"> <li>The lighting plan was submitted and reviewed as part of the Plan of Development application. Henrico Police has no further comments on the site lighting plan.</li> </ul>
Yes	No	Other Physical Security Features:
		<input checked="" type="checkbox"/> Provide a floorplan with security features noted. <input checked="" type="checkbox"/> Will you provide keycard readers at all non-primary exterior doors? <input checked="" type="checkbox"/> Will you provide a keycard reader to activate the elevator? (This is strongly encouraged) <input checked="" type="checkbox"/> Show door locks, hinges, access control (ex. keycard access readers) on all exterior and noted interior doors. <input type="checkbox"/> Will the windows have safety glazing for security purposes? - <u>N/A</u> What door security will be provided? <input type="checkbox"/> Hinges on the inside of exterior doors <input checked="" type="checkbox"/> Deadbolts <input type="checkbox"/> Latch covers <input checked="" type="checkbox"/> Access control measures (ex. keypad or keycard access)

		<input checked="" type="checkbox"/> Doorbell primary entrance for guest access after 11pm <input type="checkbox"/> Vision panes or wide-angle peepholes <input checked="" type="checkbox"/> Peepholes for guest rooms  <input type="checkbox"/> Other:
<b>Yes</b>	<b>No</b>	<b>Signage:</b>
Y		The site's address posted clearly above the primary doorway?
	N	Language regarding the limited access to the safe (keeping of money) Indicating large bills not accepted
Y		Indicating all individuals on site are being recorded by a security camera
Y		"No Trespassing" signage as required by the Trespassing Enforcement Authorization
<b>Yes</b>	<b>No</b>	<b>Trespassing Enforcement Authorization:</b>
Y		Will the applicant provide Henrico Police with a Trespassing Enforcement Authorization form?
Y		See the Trespassing Enforcement Authorization application. This document provides a Police Officer the right to remove, ban or, if needed, arrest anyone found trespassing. The document shall be resubmitted to the Police Division annually. Please have the owner of the property sign this document and provide it with the security plan. This document will not be enacted until the site is developed and "no trespassing" signage is installed. The area's Community Officer will sign this document and so will the Commanding Officer of the Community Services unit. The Police Division will keep it on file.
<b>Yes</b>	<b>No</b>	<b>Employee Training:</b>
Y		How many staff members will be always on duty? At least two staff members
Y		Do you provide robbery prevention and response training? Yes-per Residence Inn, Marriott policy
Y		Is your business willing to prosecute offenders?
<b>Yes</b>	<b>No</b>	<b>Final Meeting with Police:</b>
Y		Once the security features are installed and operational, (prior to receiving a certificate of occupancy), the owner shall schedule a meeting with the Police Department to ensure they were installed as noted in the approved security plan.
<b>Yes</b>	<b>No</b>	<b>Policies and Procedures:</b>
Y		Will the hotel follow the Zoning Code and not allow long-term stays?  <b>Hotel or motel:</b> A building or group of attached or detached buildings containing in combination three or more guestrooms intended primarily

		<p>for rental or lease to transients by the day or week, as distinguished from multifamily dwellings in which rentals or leases are for longer periods and occupancy is generally by residents rather than for transients. This does not include a bed and breakfast inn.</p> <p>Residence Inn by Marriott restricts individuals from living in or establishing residence in our hotel.</p>
	N	<p>Will the hotel allow emergency mental health crisis placement stays?</p> <p>If yes, please explain:</p>
Y		<p>Will the hotel provide camera footage to Henrico Police without a search warrant?</p> <p>Yes - unless not recommended by legal counsel</p>
Y		<p>Will the hotel provide Henrico Police guest information upon request?</p> <p>Yes - unless not recommended by legal counsel</p>
Y		Will the hotel allow Henrico County inspections?
Y		<p>Will the hotel ban individuals and keep documentation on these subjects?</p> <p>Will the hotel share this information with Henrico Police for any reason?</p>
Y		Will the hotel owner be willing to go to court and prosecute individuals who commit crimes?
Y		<p>Provide information regarding policies for removing individuals' mid-stay?</p> <ul style="list-style-type: none"> <li>- With involvement by Risk Management, the Site Manager will remove parties if hotel guest policies are violated.</li> </ul>
	N	<p>Do you register customer's vehicles with a permit or tag?</p> <p>Obtain vehicle information for each guest to include license plate number, state of origin, vehicle make, model, color, and year. Try to verify the vehicle information. If possible, ask to see each guest's vehicle registration.</p>
Y (for guests checking in)		Do you take identification cards for all guests and visitors?
Y		Is there a guest and visitor check-in process?
Daily		How often do they check their security system?
Y		If guests are paying with cash require the placement of a credit card on file for any damage to the room.
Acknowledged		If more than one guest is staying in a room, it is important to capture their information as well. If police assistance is needed for any type of incident, guest information will be helpful to police during an investigation.

Y		To control who is staying in your hotel, create some type of guest vehicle identification and authorization placard to hang on the rear-view mirror of a registered guest's vehicle. Post your parking lot with signage that says, "Unauthorized Vehicles Will Be Towed at Owner's Expense." If there is a vehicle on your lot that does not display the placard, contact a towing company, and remove the vehicle from your parking lot at the owner's expense.
Y		Enforce the number of occupants that are registered in each room. If there are more than the registered number of occupants in a room, there is potential for illegal activity.
Y		Have all staff familiarize themselves with registration cards. This will assist them with recognizing the number of registered occupants that are supposed to be in each room.
Y		Greet individuals on your property and help. True customers will appreciate the good customer service. Potential criminals will get nervous and most likely leave.
<b>Yes</b>	<b>No</b>	<b>Fencing</b>
	N	Will the hotel have security fencing around the property? Describe reason for the fence, provide a site plan and provide specifications.