

University Housing Health and Safety Inspections

To ensure the safety of students residing in university housing, the offices of Risk Management and Residence Life will periodically conduct room inspections to identify maintenance, cleanliness and safety concerns. Students are expected to maintain a general level of cleanliness and if this standard is not met, the student is expected to clean the room. This is done to keep control of pests and to enhance safety precautions. Any violations may be subject to judicial action and billing for cleaning services.

In addition the Residence Life Staff will inspect for violations of the Student Code of Conduct and the University Housing Occupancy Agreement. Items found in violation may be confiscated and discarded. University Police will be alerted to any policy violations that are also a violation of law.

Notice of inspections will be posted and communicated with residents via email no less than 5 days prior to inspection.

How to Prepare for a Room Inspection

- Remove all trash and properly dispose of it in the trash room or other trash receptacles located in your building.
- Sweep and mop all floors in your room.
- Check your smoke detector to see if it is properly attached and in operational condition.
- Check electrical outlets, cords, and connections to make sure they are not overloaded and that cords are not run under carpets or around bedding.
- Check to ensure that beds, other furnishings, and other items are not blocking emergency egress and heating and ventilation units.
- Note any maintenance problems in your room and report them to the staff during the inspection.
- Do your laundry and properly store your clean clothes when finished.
- Pick up and organize your personal stuff.
- Make sure your screen is installed on windows (they are not supposed to be removed).
- Walls, windows, ceilings, doors and university furnishings should be free of stickers, graffiti, stains, and unauthorized paint.
- Clean up any spills and messes and get rid of any leftover food sitting around the room.
- Do a little light dusting around the room.

- In the kitchen, dispose of spoiled food, wipe down surfaces, clean up appliances, do the dishes and store them away, and properly store food.
- In the bathroom, clean the toilet, including in and around the bowl, clean the shower/tub, clean the floor, wipe down countertops and clean the sink, and put away and/or organize personal items.

It is okay for your room to look a little bit "lived in," but it is expected that some effort will have been made to clean the room and to ensure that no health or safety concerns exist. Staff will be doing a quick visual check of your room that should only last a minute or two.

What to Expect During a Room Inspection

Room inspections are intended to cause the least amount of inconvenience to students, while still giving the inspectors a chance to do their jobs effectively. The inspectors will conduct themselves in a professional manner and will be courteous and reasonable. They expect the students to treat them in the same manner. In keeping with our educational mission, the inspectors are open to discussion about why the identified situation is unsafe and in violation of the Fire Code and UDC policies.

- Inspections shall be conducted no earlier than 10 a.m.
- A representative from Residence Life will be present during all inspections.
- Inspectors shall announce their presence by knocking loudly before entering. In the event that the student is not at home, or unresponsive, the inspectors will announce themselves again before entering the unit. If the occupant refuses them entrance completely, the refusal will be reported to Student Affairs. If the student is not home, inspectors will ensure they leave the room as they found it. However, any doors that are found unlocked will be locked by the inspectors for security reasons.
- In the event of an infraction, inspectors may explain to the student how and why the situation is in violation of policy, and suggest possible remediation. Other items may be confiscated.
- The inspector will leave the student a notice of confiscation or notice of inspection.
- Findings will be forwarded to Student Affairs and/or Judicial Affairs for disciplinary action.