

Dear Residents,

The Office of Housing and Residential Life will be conducting “Health and Safety Checks” between **Nov. 8th - 14th**. “Health and Safety Checks” involve an RA and a housing staff member going into all rooms and assessing the room for health, fire and safety hazards – this includes obvious maintenance concerns and visible policy violations.

Health and Safety Checks will be done Monday - Friday, no earlier than 10am and no later than 6pm. We make it a point to not disturb any belongings or to open any drawers, cabinets, etc. However, please note that any candles, illegal substances, alcohol or weapons found will be confiscated and properly discarded. The owners of such items will also have to go through the student conduct process. Rooms where custodial action is needed (trash had to be thrown-out, cleaning of the space was necessitated) will be given 48 hours to address issue. If it is not addressed, room will be charged accordingly.

Common fire hazard / danger areas of focus include:

- **Extension Cords and/or multi-prong outlets** - Use of extension cords or multi-prong electrical outlets are not allowed as they pose a potential fire hazard. Residents are asked to use existing electrical outlets, re-arrange furniture and/or use power strips instead of extensions and/or multi-prong outlets
- **Open flames** – Open flames and/or open flame devices like candle, incense, etc. are not permissible. All candles, incense, etc. regardless of whether or not they are lit, should be removed immediately
- **Excessive clutter** - Rooms with excessive clutter pose a higher danger and potential for fire. Examples of excessive clutter include piles of personal items, clothes, newspaper, boxes, etc. scattered through out the room such that movement through the area is impeded.
- **Egress points** – All egress (exit / entrance) points, including windows and doors, need to be free and clear of obstruction, tripping hazards or the potential thereof. All doors should be able to open all the way. Special attention should be paid to mops / brooms placed by doors; drapes, cloth, and/or beads on hung on door entry ways; throw rugs or mats by doors; furniture arrangement that blocks egress points, etc.
- **Room lamps** – All open top lamps of any kind must have a metal screen fully covering the light / heat source. Halogen lamps are not permitted
- **Tampering with smoke detectors** - All smoke detectors are checked to make sure they are in working order. Tampering with smoke detectors is considered a policy violation and can result in removal from housing.

A note will be left letting you know of concerns (if any) that need attention

If you have any questions regarding Health and Safety Checks, please contact your respective Coordinator at:

Greedley Harris

University Village Area Coordinator

537-4167

Teddy Tsau
Liz Miller

Arrowhead Village Area Coordinator
Serrano Village Area Coordinator

537-5964
537-778

Thank you in advance for your flexibility and support

Sincerely,

Office of Housing and Residential Life