

11.1.3B RESIDENTIAL INSPECTION POLICY AND PROCEDURES**PURPOSE:**

To ensure resident students comply with the local and state codes, and university policies related to fire and life safety, the Department of Risk Management may conduct unannounced inspections of residential living areas. These inspections are necessary in order to promote safe living conditions for the resident students of Baylor University.

SCOPE:

The following inspection policies and procedures apply to any residential living area under the operation of Baylor University Campus Living & Learning.

RESPONSIBILITY:**A. General Information**

The University Fire Marshal will conduct unannounced inspections of residential living areas under the operation of Baylor University Campus Living and Learning. The University Fire Marshal will be referred to as the “inspector” throughout this document.

B. The inspector shall follow the following procedure:

1. Inspections shall be conducted between the hours of 10:00 a.m. and 5:00 p.m.
2. During inspections, the inspector will be escorted by the residence hall director, apartment director, or a staff member designated by Campus Living & Learning.
3. The inspector will knock on the door and announce his/her presence. If there is no response, the inspector will enter locked rooms using the facility’s entry procedure.
4. If the occupant refuses entrance to the inspector, the incident will be reported to Campus Living & Learning.
5. If the student is not present, the inspector will take care to leave the room undisturbed. If an imminent threat relating to fire and life safety has been identified by the inspector, immediate action may be required. Deficient items may be removed from the room and a receipt of the confiscated item(s) left for later retrieval from the Department of Risk Management. Retrieval of removed items may be arranged between the student and the residence hall or apartment director. Items shall be stored for 30 days, after which time they will be discarded.
6. Deficiencies will be reported to Campus Living & Learning and may require disciplinary action, which may include a fine. If there are any deficiencies or violations found, the inspector will explain to the student how and why the situation is a violation of policy and suggest possible remedies.
7. A copy of the inspection report will be left in the student’s room.

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If a student has additional questions about noted deficiencies, he/she may contact the University Fire Marshal. The student may also refer to the “Guide to Community Living” or “Guide to Apartment Living.”

Formulated:

Approved by Risk Management Committee: 9/30/04

Revised/Reviewed: 8/6/07

(Signature on File) _____

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Chairman, Risk Management Committee
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Date

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