

RESIDENTIAL INSPECTION POLICY AND PROCEDURES

PURPOSE:

To ensure residential students comply with the local and state codes, and university policies related to fire and life safety, the Baylor University Department of Public Safety may conduct unannounced inspections of residential living areas. These inspections are conducted in order to promote safe living conditions for all the residential 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 Baylor University Fire Safety and Emergency Management Specialist will conduct annual, unannounced inspections of residential living areas under the operation of Baylor University Campus Living and Learning.

B. The Fire Safety and Emergency Management Specialist shall follow the following procedure:

1. Inspections shall be conducted between the hours of 10:30 a.m. and 4:30 p.m.
2. During inspections, the Fire Safety and Emergency Management Specialist will be escorted by the residence hall director, apartment director, or another staff member designated by Campus Living & Learning.
3. The Fire Safety and Emergency Management Specialist will knock on the door and announce his/her presence. If there is no response, the Fire Safety and Emergency Management Specialist will enter locked rooms using the facility's entry procedure.
4. If the occupant refuses entrance to the Fire Safety and Emergency Management Specialist, the incident will be reported to the director of Campus Living & Learning.
5. If the student is not present, the Fire Safety and Emergency Management Specialist will take care to leave the room undisturbed. If an imminent threat relating to fire and life safety has been identified by the Fire Safety and Emergency Management Specialist, immediate action may be required. Only in the most dangerous situations will item(s) be removed from a room. If item(s) are removed from the room a receipt for the confiscated item(s) will be left for later retrieval from the CL&L storage area. Retrieval of removed items may be arranged between the student and the residence hall or apartment director. Items shall be stored for 60 days, after which time they will be discarded.
 - a. A notice will be left in the room that was inspected.

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Deficiencies will be reported to Campus Living & Learning and may require disciplinary action. If there are any deficiencies or violations found, the Fire Safety and Emergency Management Specialist will explain to the student how and why the situation is a violation of policy and suggest possible remedies.

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