

Mid-Semester Inspections Health & Safety Checklist

- You do not need to be present during the room inspection process.
- Always close and lock all windows, room and apartment doors upon departure.
- Key(s) and identification card should not be left in room.
- Do NOT unplug Microfridge and/or common area refrigerator.
- Fan coil units are to be set on 70° and low.
- Personal property should be moved off the floor.
- Some examples of unhealthy environments are:
 - Excessive trash/trash not being removed from room
 - Dirty, wet or unlaundered clothes laying around
- Some examples of safety violations are:
 - Unapproved bed loft
 - Improper bed modification
NOTE: Facilities and Campus Services personnel have properly modified beds as requested by residents. Resident Advisers will inspect all beds during our Health & Safety Inspections and report all issues found with beds that have been improperly modified. Once reported, Facilities and Campus Services will correct all beds that have been improperly modified.
 - Unapproved extension cords
 - Candles & flammables
 - Items hanging from ceiling and/or sprinkler-head
 - Blocked or covered smoke detector
- Inspections will be completed by your hall staff and will take place starting on **Monday, September 21** between the hours of **5:00 pm -10:00 pm** through **Thursday, September 24.**

The University and Residence Life and Housing staff may enter your room to perform inspections and work requests. Administrative action, billing and/or judicial referral may result if unauthorized items or unsafe or unclean conditions are found. All staff are expected to report the presence or evidence of pets, weapons, firecrackers, illegal substances, lounge furnishings, fuel or other prohibited items (see the [Guide to Community Living at rh.wfu.edu/current-students/policies-and-procedures/](http://rh.wfu.edu/current-students/policies-and-procedures/)).

