

LEASED LOUNGE AND HOUSING BLOCK INSPECTION POLICY

Purpose statement: The general purpose of group blocked housing and contracted lounge privileges is to provide student organizations with an environment conducive for fostering academic and social endeavors and building community commitment. Organizations that receive group blocked housing privileges and contracted lounge spaces are expected to maintain these areas in a positive, clean and healthy fashion, emphasizing individual and group responsibility. The guidelines and procedures noted below are expected to be followed by all students living in and using the blocked housing and contracted (leased) University lounge spaces.

Standards of Safety, Cleanliness and Maintenance Within The Residential Facilities

I. **Blocked Housing Standards** (Hallways and Common Areas)

A. Floors

1. Floors should be kept clean (i.e., no trash, litter or spills should be present).
2. Hallway floors should not be cluttered with any items that block or impede entrance or egress from areas.
3. Recycling bins (and/or boxes) should be emptied when full if not collected by University employees.
4. Broken glass or other dangerous items should be removed from floors immediately. Broken glass should be placed within a paper bag prior to being placed in a trash receptacle.

B. Walls

1. Walls should not possess stains, marks, or graffiti of any type.
2. Bulletin boards should not be damaged or defaced in any manner.
3. All electrical outlets must be maintained to the electrical code standard.

**Notes: No nails or other items should be affixed to walls without prior approval of Residence Life and Housing. Residence Life and Housing encourages residents to personalize their living areas by painting decorative colors and designs; however, prior approval is required from Residence Life and Housing before beginning any such project.

4. No emergency evacuation plans or signage will be removed or altered in any manner

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C. Ceiling

1. All ceiling tiles are to be in place and will not be tampered with or displaced by residents.
2. Tiles will not be removed or defaced in any manner.
3. Overhead light fixtures and diffusers will not be tampered with, removed, altered or damaged in any manner. Only florescent “white-light” bulbs may be used in all hallway areas – all other bulbs will be replaced.

D. Doors and Entrances

1. Doors will remain free of any type of damage or graffiti.
2. Windowpanes will remain in place (not broken) at all times. If glass is broken at any time, residents will immediately report to Residence Life and Housing.
3. Entrances will be kept clear of any items that deter entrance to or egress from area.
4. Contiguous (adjoining) stairwells, hallways, lounges, etc. will be kept clean and free of damage, vandalism and trash. Damage, trashing, or vandalism will be reported to building staff immediately.
5. Exterior doors must have illuminated exit signs. Other appropriate signage will remain in place to ensure safe passage in the event of an emergency evacuation.

E. Bathrooms

1. Bathrooms will be kept clean (i.e., trash in appropriate receptacles, counter tops clear of trash or debris, and floors should be kept as dry as possible to avoid injury resulting from falls).
2. Residents will remove personal items from counter tops, floors, cabinets, etc., to assist the custodial staff in cleaning this area.
3. Care will be exercised in the use of electrical appliances in the bath area, such as electric shaver, hair dryers, etc. All electrical outlets within 5’ of any water source must be a GFI (Ground Fault Interrupt).

F. Fire Equipment

1. Fire Equipment (including extinguishers, extinguisher boxes, smoke sensors, sprinklers, and pull stations) will not be damaged, tampered with, covered, or diffused in any manner at any time, except for emergency use only.
2. Residents will report any malfunction or damage to fire equipment immediately to Residence Life and Housing.

**Notes: 1) Report any fire extinguishers that are not charged appropriately to Residence Life and Housing as soon as identified to ensure recharging.
2) Residence Life and Housing Building Staffs (Resident Advisers and Hall Directors) will begin reporting damages and trashing issues the day the

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halls open, thus groups will be held responsible for fines once the halls open in August each year.

II. Contracted Lounge Standards

A. Exterior Courtyard/Patio

1. Exterior courtyard/patio (if applicable) will be swept on a regular basis and kept clear of trash and debris (i.e., trash will be in appropriate receptacles, cigarette butts disposed of, and debris disposed of properly).
2. Beer cooler (if used) will be cleaned inside and out to avoid unnecessary odors or mildew.
3. Bar/serving area will be clear of empty boxes, cans, or general trash and debris.
4. Puddles of water or other liquids should not accumulate on the floor in front of or behind area. Spills will be mopped and dried immediately.

B. Rest Rooms

1. Rest rooms will be kept clean (i.e., no trash or debris on floors, floors will be swept and mopped daily, and sinks will be clean and counter tops clear of trash and debris).
2. Urinals and toilets will be cleaned and disinfected daily.
3. Bathroom will be void of any damage to floor, walls and ceilings at all times.

****Note:** University employees do not clean contracted lounge areas. It is the responsibility of each organization to maintain a high standard of cleanliness within their respective area.

Organizations may request cleaning supplies by contacting the Graduate Assistant for Business Operations.

Blocked Housing/Contracted Lounge Inspection Procedures

Purpose: Student groups are required to maintain a high standard of cleanliness and upkeep within their respective areas. The Office of Residence Life and Housing will adhere to the following guidelines in regard to scheduled inspections conducted by University personnel:

I. Areas to be Inspected

A. Group Blocked Housing

1. Hallways and lounges attached to halls (including contracted and non-contracted lounges). Bathrooms will be formally inspected as part of routine inspection procedures.
2. Contiguous stairwells or other common areas attached to main locked housing floor.

****Note:** Inspection of group blocked housing will be conducted at least once a week.

B. Contracted Lounges

1. All lounges contracted by organizations will be inspected by University personnel.

****Note:** Inspection of contracted lounges will be conducted at least once a week. Safety/fire inspections may be conducted without prior notice at any time.

If a contracted lounge or group block housing area fails the scheduled weekly inspection, a second inspection will occur during the same week.

II. Personnel Conducting Official Inspections

- A. Inspection of contracted lounges and blocked housing areas may be conducted by the Graduate Assistant of Business Operations, Coordinator of Greek Life, Safety Management, Fire Inspection or Residence Life and Housing personnel.
 - B. Residence Life and Housing encourages organizations to provide a representative (i.e., organization rep, president, housing coordinator, etc.) to be present during the inspection and to receive immediate feedback regarding the inspection.
 - C. The individual conducting the inspection will inspect the area according to standards set forth in this document and/or applicable regulatory code.
 - D. Copies of the inspection summary with total scores and applicable comments will be e-mailed to the House Manager within 48 hours after the inspection.
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PENALTIES

Purpose: As a means of encouraging a high standard of living within contracted and blocked areas within in the residence halls, the following penalties have been established to respond to the individual and group behaviors or the students living within these areas:

I. Penalties for Failed Lounge Inspections

First Failure \$50.00 fine and re-inspection of lounge within 48 hours. ****Note:** President & House Manager must be present for re-inspection.

If re-inspection is failed, a \$50.00 fine will be assessed, and the lounge will be closed for a period of one week.

Second Failure \$50.00 fine and lounge closed for two-week period. Lounge will be re-inspected within 48 hours after closure. If re-inspection is failed, lounge will be closed for an additional two weeks.

Third Failure Lounge will be closed for a minimum of five weeks. Organization will be referred to the Director of Greek Life, whereupon additional sanctions may be rendered.

II. Penalties for Failed Inspections of Blocked Housing Areas

First Failure \$50.00 fine and re-inspection within 48 hours. Failure of re-inspection will result in an additional \$50.00 fine.

Second Failure \$50.00 fine and re-inspection within 48 hours. The President and Housing Manager must schedule a mandatory meeting with the Director of Greek Life. A minimum of fifteen community service hours will be assigned to the organization by the Executive Director of Residential Services.

Third Failure \$50.00 fine and re-inspection within 48 hours. The President and Housing Manager must schedule a mandatory meeting with the Director of Greek Life. Three failures in one semester will result in the loss of one room in housing block and referral to the Director of Greek Life for possible additional sanctions.

****Each additional failure within one semester will result in loss of one room per failure and referral to the Director of Greek Life.**

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Addendum:

- 1) Four failures within one academic year will result in the following:

\$100.00 fine/ President and Housing Manager will schedule a mandatory meeting with the Director of Greek Life whereupon the Executive Director of Residential Services will make a recommendation for further disciplinary action.
- 2) Five failures within one academic year will result in the following:

Automatic loss of one room and referral to the Director of Greek Life for additional sanctions.
- 3) A history of failed inspections will have a negative impact on any group's ability to receive additional space(s) for their organization. When any group requests additional space within their respective block, the Executive Director of Residential Services will review the group's history for that academic year, and reserves the right to deny any such requests based on a poor history of maintaining high standards of living within their group blocked areas.
- 4) All groups should also maintain a high standard of living in accordance with the standards set forth in this policy at all times during the year outside of regularly scheduled inspections. Any organization that creates a pattern of being documented by the Residence Life and Housing Office outside of regularly scheduled inspections will be required to meet with the Executive Director of Residential Services. The Director may assign sanctions that range from written warnings and community service hours, depending upon the severity of the violation(s).