Residence Hall Room Inspection Procedure for Vacation Closings

When we close residence halls for vacation periods such as October Break, Thanksgiving Break, Intersession, and Spring Break, we follow prescribed procedures to inspect rooms to ensure that students have vacated, that students have followed directions of the closing procedures, that there are no active health or safety concerns, and that Student Conduct Codes are being respected. After student departure, the Residence Hall Director (who may be assisted by Resident Assistants) visually inspects each area of the residence hall. In doing so, the RD visually checks to:

1. Determine if occupants have vacated.

2. Verify that windows have been closed and locked – closing and locking windows, if necessary.

3. Verify that blinds have been lowered but left open – lowering and leaving open, if necessary.

4. Verify that the thermostat has been set to 55’ – setting if necessary.

5. Verify that all electrical items have been unplugged – unplugging, if necessary.

6. Verify that room detectors and sprinkler heads are in place and not covered/hindered from operation.

7. Verify that the room door has been securely closed and locked at his/her departure.

The RD then notes (on the form on the next page) items of concern and conducts appropriate follow-up with student upon his/her return.

If the RD does not personally supervise the inspection of the residence hall, it is his/her responsibility to check the work of the RAs before closing the building and departing.

Special Note: A refrigerator, like a trunk or a desk drawer, is a private space that should be the domain of the resident unless we are convinced that a Student Conduct Code is being violated and/or a legal authority makes a “probable cause” determination to open it. As such, refrigerators should not be opened during visual inspections of student rooms. If the direction had been given ahead of the break to unplug the refrigerator during the break and it is found plugged in, it should be left alone as a courtesy to the student.