RA Instructions for Health and Safety Inspections (HSI)

1. Put up signs notifying students at least 24 hours in advance prior to HSI.
   a. Please include the scheduled date and time, along with a statement informing students that RAs can enter rooms without residents present.

2. Items to take with you: HSI form (obtained from the residence life web page), pen, clipboard, cell phone, and another RA if at least one resident is not present.
   a. DO NOT ENTER ANY ROOM BY YOURSELF! You must have a witness (i.e., an RA, HRA, or AC).
   b. Please write legibly and fill out HSI form completely.

3. The purpose of these walk throughs is for the health and safety of students. When you go into each room, the following items should be verified:
   a. Smoke detector functions properly
   b. No extension cords are present
   c. Trash is removed/disposed of properly
   d. There are no pets in the room
      ➢Only fish are allowed. Look for signs of a pet such as pet odors, pet food, litter boxes, pet toys, etc.
   e. All assigned University furniture is present. No common area furniture should be present.
   f. No outlets are overloaded.
   g. Violations and prohibited items should be noted:
      ➢Violations include lofted beds, missing window screens, flags hanging from windows, etc.
      ➢Prohibited items include, microwaves, halogen lamps, empty or unopened alcohol containers in PLAIN SIGHT, drug paraphernalia, etc.
      ➢Refer to pages 36-37 of Student Planner for complete listing.

4. Place an “X” in each applicable box and note violations.

5. If the residents of the room are available at the time, address the violation with them at that time. If the residents of the rooms are not present, please discuss the issue with them in a timely manner.
   a. Post a door tag for residents that are not in their room.

6. File an incident report for any violations. Print YES in the “IR Filed?” column to denote that an incident report has been filed.

7. If you have any questions as you are completing your walk through, contact your AC immediately.

8. Place all HSI forms in your AC’s mailbox in the main office by the 5th of every month.