

## **RA Instructions for Residential Facility Health and Safety Inspections (HSI)**

1. Put up signs notifying students at least 24 hours before HSI.
  - a. Please include time, date, and also the information that RAs can enter the room without the residents.
2. Items to take with you: official HIS form (which can be obtained on blackboard), pen, clipboard, cell phone, **another RA or the resident of the room**
  - a. **DO NOT ENTER THE ROOM BY YOURSELF!!!** You must have a witness.
  - b. Please write legibly or type the form on the computer
3. The purpose of these walk throughs are for the health and safety of students. When you go to each room, the following items should be verified:
  - a. Smoke detector functions
  - b. No thin extension cords (must be industrial type)  
\*\*\*Also extension cords not obstructed (i.e. under carpet, doorways, etc.)
  - c. Trash is removed properly
  - d. There are no illegal pets in the room  
\*\*\* Fish only!! Look for signs of odors, pet food, litter box, etc.
  - e. All the college furniture present
  - f. No outlets are overloaded
  - g. Also, note any other violations  
\*\*\*Examples include microwaves, halogen lamps, empty or unopened alcohol containers **IN PLAIN SIGHT**, drug paraphernalia or a loft constructed in the room.
4. On the form print YES in the box if there are NO violations.
5. If a violation present: print NO in the box and the nature of the violation.
6. If the residents are not in the room at the time, please discuss the issue with them at a later date. If the residents of the room are available at the time, please address the issue with them at the time.
  - a. Post attached sign for residents that are not in their room on the door and that have a violation
7. If you have questions as you are completing your walk through, please contact your AC!