

Fire Health & Safety Inspection Form

Longwood University



Your residence was entered on Date: ____ / ____ / ____ at approximately Time: _____ am/pm Hall/Unit: _____ Room: _____

If anything is found to be in violation, this form will serve as an official warning or notice. The assigned occupants have **48 HOURS** to rectify the infraction(s). Failure to comply will result in judicial charges. Please note that certain violations can automatically result in confiscation, judicial charges, and/or involvement with the Environmental Health and Safety Officer, State Fire Marshall or Campus Police.

Congratulations, the Residential and Commuter Life staff found your assigned living area to be in compliance with all policies and regulations regarding the fire, health and safety standards of living in Longwood University managed housing. **NO VIOLATIONS HAVE BEEN FOUND OR DOCUMENTED AT THIS TIME.**

In accordance with the Longwood University Student Handbook and the Residential and Commuter Life policies, the following violations have been found in your assigned living area:

- 1. Possession of an illegal pet or animal (**Immediate Judicial Charge*)
- 2. Refrigerator larger than 4.0 cubic feet and/or exceeds 2.0 amps
- 3. Microwave exceeds 1000 watts
- 4. Possession of an unauthorized air conditioner or ceiling fan
- 5. Unauthorized possession of any Federal, State and/or University property (includes road signs, lounge furniture, Dining Hall utensils, etc.).
- 6. Possession of appliance(s), including electric George Foreman grills, that has exposed heating coils or general capability to produce a fire.
- 7. Possession of extension cords or non-fused electrical power strips
- 8. Smoke detector missing/covered or not working when tested
- 9. Wall hangings/decorations not flush to the wall or windows. The quantity of personal decorations exceed **10%** of the overall wall surfaces.
- 10. Items hanging from ceiling and/or sprinklers
- 11. Ceiling tiles are missing or improperly installed
- 12. Doorways/entrance(s) not clear of obstruction(s). Doors held open with door stops or other materials. Installation of personal door lock(s).
- 13. Excessive trash and/or clutter
- 14. Excessively Unclean/dirty room, bathroom and/or shared living area
- 15. Possession of Halogen lamp(s) or heat lamps
- 16. Room/suite/apartment numbers are missing/improperly mounted (peephole missing, damaged or improperly installed)
- 17. Objects restricting air flow in front of heating/cooling units
- 18. Unauthorized light bulb replacement or alteration to University property
- 19. Furniture not used as designed (i.e., bed posts are flipped or on cinder blocks, furniture stacked, etc.)
- 20. Possession of too many mattresses, bed frames, and/or a waterbed
- 21. Personal lofts/university provided (bunk) beds [check all that applies]:
 - a.) structure not free standing
 - b.) structure interferes with room access/egress
 - c.) structure enclosed in any way (*with blankets, tapestries, wallboard, beads, etc.*)
 - d.) structure is not stable (bolts not tight, wood is split, etc.)
- 22. Sprinkler head does not have 18 inches of clearance
- 23. Possession of candle(s) and/or incense (** Immediate Judicial Charge and confiscation*)
- 24. Illegal possession of alcohol, drugs and/or weapons (**Immediate Judicial Charge and Campus Police and Public Safety involvement*)
- 25. Possession of fresh cut trees or greenery.
- 26. String lights not flush to the wall. (Explanation: String lighting may not be strung from wall to wall, across hallways, exit routes, or fixture to fixture.)
- 27. **Other:** (i.e., flammable liquid, aerosols, spray paint, etc.)

Recommended Corrective Action (Make reference to violation #):

Work order(s) filed by RCL staff for the following: _____

The following residents were present at the time of inspection and acknowledge with their signature that the corrections will be completed with 48 hours. **Resident unavailability or failure to sign this section does not void the impending corrective action and/or potential judicial charge(s).**

Resident Signature: _____ Resident Signature: _____ Resident Signature: _____

Staff signature: _____

Staff signature: _____