A staff member has entered your room/apartment/suite to ensure that you and your room/apartment/suite mates are maintaining a healthy and safe living environment. Here are their findings:

- **FAILED**: (FOR THE REASON(S) LISTED BELOW)

### Health
- Excess trash in room and/or food being left out (could cause illnesses and attract bugs and/or rodents)
- Un-clean apartment - Specific concerns:
  - ____________________________________________
  - ____________________________________________
  - ____________________________________________

- Old newspapers/magazines/items stored (could attract bugs and/or other pests and could be a fire hazard)
- Pet(s) found, other than fish in a 10 (or less) gallon tank; or a registered assistance animal.

### Fire Safety
- Overloaded Outlets (this could cause a fire or disrupt the power in the room)
- Frayed or damaged electrical cords (this could cause electrical shock, fire or disrupt power in the room)
- Smoke detector not working properly and/or covered (could cause loss of lives if not working when a fire occurs. It is illegal to dismantle/cover or tamper with fire life safety equipment)
- Candles or other sources of open flames (this could cause a fire)
- Items hung from the sprinkler heads (could cause the sprinkler to be set off causing water damage and significant financial loss for the residents of the room and surrounding rooms)

### Policy Violations
- We have found evidence of a potential policy violation. An Incident Report has been completed and forwarded to your Residence Life Coordinator (RLC). Your RLC shall be in contact with you within the next week regarding next steps.

If any of the items above have been checked on the list above please make the necessary corrections. You will have an opportunity to address the potential policy violations with your RLC. The staff will return in **ONE WEEK** to confirm that all corrections have been completed to your room/apartment/suite. We will return on:

**___________________________** (Date) at **___________________________** (Time)

Unfortunately, if the problem is not corrected, an Incident Report will be completed and you or your entire suite/apartment may need to meet with your RLC for potential policy violations and/or financial restitution.

### Additional Staff Comments:

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

*If you have any questions about any of the findings please contact your RA.

If you need to complete a maintenance request to correct the situation, please do so immediately on the housing portal.

Thank you for your cooperation in keeping student housing safe and clean!

White – RLC       Yellow - Residents