

## Safety/Maintenance Check Procedures

## Department of Residence Life

1. At least one week prior to beginning maintenance or safety checks, post a notice in your area indicating the dates you will be checking rooms.
2. Always have the following items available when checking each room: Maintenance work request form (blue sheets), room condition sheets, safety equipment check forms, incident reports, damage reports, note pad and black or blue ink pen.
3. If the residents are not available at the time you planned to check their room, try to plan another time when at least one resident may be available. Remember, a quality maintenance or safety check occurs when the residents are present to answer questions as they arise. If the residents are still not present upon your return, arrange the assistance of another staff member and leave a notice of entry. Never enter a resident's room alone. Note any questions or concerns on your note pad for later discussion with the residents.
4. ☆**Resident Rooms** - The following items should be checked in each room:  
*For both Maintenance & Safety Equipment Checks:*
  - a. **Smoke detector** - test to make sure it is operating properly. Note condition on safety form. Also, note any problems or concerns on a blue sheet.
  - b. **Electrical outlets** - check all outlets for overloaded plugs. Bad extension chords and wires covered by carpet. Also check for broken or exposed wires or outlets. Note condition on safety check form. If the residents are not present, make a note to return to the room to discuss any electrical hazards and concerns. Note any immediate electrical hazards and concerns on note pad and call in as soon as possible. Note routine maintenance concerns on blue sheet.
  - c. **Door and locks** - ask the residents if there are any problems or concerns that may effect the security of the room. If the residents are not present, manually test the doors and locking mechanisms. Note any security-related problems on note pad and call in as soon as possible.*For Maintenance Checks:*
  - d. **Lights** - check to make sure all are operating properly. Look for any cracks or other damage in the light covers.
  - e. **Plumbing fixtures** - be sure to flush the toilet and turn on all water fixtures. Look for leaks and drips around handles, faucets, base of toilet and around shower head. Also, make sure sinks and shower basin are draining normally. Note any minor problems and concerns on note pad and call in during normal Physical Plant operation hours. Major problems and concerns need to be called in as soon as possible.
  - f. **Windows** - be sure to check the glass, screen locking mechanisms for proper operation and any damage. Note any problems or concern on a blue sheet.
  - g. **Furniture** - check to make sure all furniture is sturdy and in the same condition as listed on the room condition sheet. Note routine maintenance concerns on blue sheet.*For Safety Equipment Checks:*
  - h. **Fire evacuation plan** - should be posted on back of entrance door. Make sure route to nearest exit is clearly marked. Note condition on safety check form. If fire evacuation plan is not posted, write down the room number on your note pad so you can return later and post a new plan.
  - i. **Fire extinguisher** - check gauge to make sure it is fully charged and plastic tie is intact. Note condition on safety check form, and note any problems or concerns on blue sheet.
5. ☆**Public Areas** - The following items should be checked in each public area:  
*For both maintenance and Safety Equipment Checks:*

- a. **Smoke Detectors (if applicable)** - test to make sure it is operating properly. Note condition on safety check form, and any problems or concerns on a blue sheet.
- b. **Electrical Outlets** - check all outlets for overloaded plugs, bad extension chords, broken or exposed wires and damaged outlet covers. Note condition on safety check form. Note any immediate electrical hazards and concerns on note pad and call in as soon as possible. Note routine maintenance concerns on blue sheet.
- c. **Doors and locks** - make sure all hall, stairwell and exterior doors properly and manually test lock locking mechanisms. Note any routine maintenance concerns on a blue sheet and any security-related problems on a note pad to be called in as soon as possible.
- d. **Windows** - be sure to check the glass, screen and locking mechanisms for proper operation and any damage. All should be closed and locked. Note any problems or concerns on a blue sheet.

*For Maintenance Checks:*

- e. **Lights** - check to make sure all are operating properly. Look for any cracks or other damage in the light covers.
- f. **Plumbing fixtures (if applicable)** - in public restrooms, be sure to flush the toilet and turn on all water fixtures. Look for leaks and drips around handles, faucets and base of toilet. Also, make sure sinks are draining normally. Note any minor problems and concerns on note pad and call in during normal Physical Plant operation hours. Major problems and concerns need to be called in as soon as possible.
- g. **Furniture** - check with inventory list to make sure all furniture is accounted for, sturdy and in good condition. Note routine maintenance concerns on a blue sheet and report any discrepancies in inventory to your Resident Manager.

*For Safety Equipment Checks:*

- h. **Fire evacuation plans** - should be posted in clear plastic wall mounted covers. Make sure route to nearest exit is clearly marked. Note condition on safety check form. If fire evacuation plan is not posted, write down the location on your note pad so you can return later to post a new plan. Note problems or concerns on a blue sheet.
  - i. **Fire extinguisher** - check gauge to make sure it is fully charged and plastic tie is intact. Note condition on safety check form. Also, note any problems or concerns on a blue sheet.
  - j. **Lobbies and Halls** - make sure all walkways are clear and free of any trash and potential trip hazards. Note any problems or concerns on a blue sheet.
  - k. **Emergency lighting** - test to make sure they are operating properly. Call in any problems or concerns as soon as possible.
  - l. **Exit signs** - these should be lit at all times. Some models blink in the event of a power outage. Test to make sure these types are operating properly. Note condition on safety check form. Call in any problem or concerns as soon as possible.
  - m. **Pull Stations** - make sure all are set properly and the preliminary alarm covers are not cracked or damaged. Call in any problems or concerns as soon as possible
6. When you have completed your safety and maintenance checks, be sure that all problems and concerns have been addressed. Be sure to turn in maintenance work request forms (blue sheets), and emergency call-ins to your Resident Manager on a daily basis. Turn in all your completed safety equipment check forms along with any discrepancies in your furniture inventory to your Resident Manager by the requested deadline date.