

In a typical semester, the Department of Residence Life conducts Health & Safety Audits on at least two occasions. These Audits will generally occur at the midpoint of each semester, and at the end of each semester as residential facilities close. Health & Safety Audits (HSAs) include all residential spaces, including apartment style residence halls and Historic Houses. Residence Life may conduct additional audits as needed throughout the year.

Health and Safety Audits are conducted for several reasons, including but not limited to:

- Encouraging students to be actively engaged in maintaining their residential space as a clean and safe living environment for themselves and their living partners
- Promoting a better understanding of **Residence Life Policies and Community Standards**, which apply to all students living on-campus at the College of Charleston
- The prevention of potential damage to rooms or other issues that impact the health, safety, and quality of life for all members of the residential and campus community.
- To assist in properly maintaining the condition of our residence halls.
- To identify and remove prohibited items that cause health, safety, or other community concerns.

During the Health & Safety Audit, staff will be looking for issues or concerns from several categories, including but not limited to:

Fire & Life Safety Violations

- Damage, tampering, or removal of any fire alarm or sprinkler system components (i.e., tape over detector, removing detector, bag over detector, unattended flame, etc.)
- Deliberate activation of a fire alarm or activation of a sprinkler system
- Damage, tampering or removal of any exit sign or emergency lights
- Unauthorized discharge, tampering, damage to, or removal of a fire hose/ standpipe/ fire extinguisher
- Blocking, damaging, tampering or overriding any Fire Exit closures, magnetic locks, etc.
- Unauthorized discharge, tampering, damage to or removal of a portable/ fixed fire extinguisher, extinguisher cabinet or bracket
- Damage to or removal of ceiling tile, fire stopping and draft stoppage
- Possession of unauthorized appliances (i.e. space heaters, kitchen appliances in rooms/suites that do not have a full kitchen)
- Possession and or use of open flame or open flame devices (ie. candles, incense, herbs)
- Damaging, tampering, taping, removal of lock, or propping door open
- Bicycles stored inside residential spaces

More information about these and other Fire & Life Safety violations, including the associated fines can be found [here](#). The Department of Residence Life works closely with **CofC Fire & EMS** to support a safe living environment for our residents.

Health & Sanitation Concerns

- An excess of trash/recycling build up
- Perishable food items stored improperly and/or leftovers not disposed of promptly
- Dishes and other food containers left dirty- in sinks, on counters, desks, etc...
- Laundry left unwashed and/or piled in the room/suite
- Lack of routine cleaning within the space, including private bathrooms
 - Floors swept/mopped/vacuumed
 - Surfaces wiped down
 - Bathroom fixtures (toilets, sinks, tub/showers), cleaned in and around each item.
- General cleanliness and organization of personal belongings
- Other situations that are conducive to odor, pests, and/or other environmental concerns

Residence Life Policy and/or Community Standard Violations

- Prohibited items (commonly found items include candles, extension cords, small kitchen appliances)
- Evidence of alcohol and other drug use/abuse (including empty containers, smoking devices/accessories, and paraphernalia)
- Presence of an unauthorized animal
- Presence of a non-assigned resident living in the space

For a more detailed explanation of applicable policies, please refer to the **Residence Life Policies & Community Standards** and the **Student Code of Conduct**. Please note the Department of Residence Life retains the right to update and otherwise alter department policy as needed.

General Maintenance Concerns

- Damaged walls, windows, doors, or other building structures
- Damage to College-owned furniture or fixtures
- Excess and/or non-approved furniture
- Water leaks, spills, or other moisture related concerns
- Lighting and other electrical function

Please report any maintenance or other facilities concerns as soon as possible via the Facilities Management **work order system**. If you need assistance accessing the system, the Residence Life staff is happy to provide a step-by-step guide. It is always recommended that the resident experiencing the issue place the work order, so that they will receive updates to their CofC email.

Please note that this list of sample concerns is not all-inclusive and there may be other issues or violations addressed during Health & Safety Audits.

In preparation for Health & Safety Audits, we recommend making the following tasks part of your regular routine:

- Remove all trash and properly dispose of it in the trash room or dumpster (location dependent). Recycle whenever possible.
- Promptly wash or dispose of dishes and/or food containers.
- Use and/or refrigerate perishable food promptly. Improperly stored food can attract pests, as well as cause illness when consumed.
- Clean the bathroom regularly, including in and around the toilet, shower/tub, floor, sinks, and counters. Store and/or organize personal items.
- Vacuum or sweep and mop all floors in your room.
- Do your laundry on a regular basis and properly store your clean clothes when finished.
- Observe whether your smoke detector appears to be properly attached and in operational condition. Do NOT attempt to alter the detector in any way or change the batteries. Report any concerns related to Fire Safety systems IMMEDIATELY to Residence Life or Facilities Management.
- Check electrical outlets, cords, and connections to make sure they are not overloaded and that cords are not run under carpets or around bedding. Remember, extension cords are prohibited. Residents are permitted to use approved surge protectors.
- Check to ensure that beds, other furnishings, and other items are not blocking emergency exits, heating/air conditioning units, or Fire Safety systems.
- Note any maintenance problems in your room and submit a work order to Facilities Management.

Residents should be prepared to complete the following steps during break closings and when leaving their assigned residential spaces for extended periods of time and/or at the end of their occupancy period.

Additional Closing Procedures

- Remove all trash and recycling to the designated dumpster or trash room
- Close AND lock all windows
- Close blinds and/or window shades
- Clean and store dishes/food containers
- Dispose of all perishable food items, including in refrigerators and/or mini-fridges

- Unplug electronics
 - Full size refrigerators do not need to be unplugged
 - Typically, mini-fridges do not need to be unplugged during the year, but notice will be given if mini-fridges should be unplugged and defrosted as part of a checkout process (or similar)
- Turn off lights
- Pack all essential belongings
 - For break travel, make sure to pack medication, travel documents, IDs, chargers, and any other valuable and/or sentimental belongings
 - For complete moves, pack ALL personal items and make sure to double check closets and drawers for remaining items.
- Clean and organize personal and common spaces
- Return all College furniture to original settings (if permanently vacating)
- Take plants and approved fish with you
- Close AND Lock all doors