

SAFETY INSPECTION GUIDELINES

At floor and house meetings each term review these safety inspection guidelines for student living areas. This will increase safety by discouraging residents from decorating or using their rooms in a manner that puts them, *and their neighbors*, at risk.

- Ceiling Hangings: *Ceiling hangings are banned in the residence halls.* Generally, the fabrics used are flammable and would easily ignite if exposed to heat for an extended period of time.
- Electrical Appliances: *Refrigerators larger than 3.6 cubic feet and air conditioners are prohibited.* Electrical devices such as hot plates, coffee makers, irons and similar heat producing items should be used outside of student rooms in kitchens, lounges or laundry rooms.
- Electrical Outlets: *Electrical outlets should not be overloaded.* Each room carries an electric load limit of 10-15 amps (a stereo draws two to three amps, a TV draws three amps, a small refrigerator draws three amps). Avoid running extension cords under carpets or near furnishings that can ignite. If fuses are frequently being blown in a room, *contact the Maintenance and Custodial Office immediately* to have the outlets checked for overloads and rule out faulty wiring.
- Fire Protection Equipment: *Smoke detectors need to be functioning at all times.* The risk to residents is tremendous if smoke detectors are not functioning properly. Maintenance and Custodial staff should be called immediately if smoke detectors are broken or malfunctioning. If a smoke detector is sounding, call the Maintenance and Custodial Office or Security immediately. *NEVER attempt to repair a smoke detector yourself.* All room detectors in there residence halls are wired to a central alarm system, which reports any malfunctioning/altered detectors. Smoke detectors in off-campus houses public areas of the off-campus houses are centrally monitored and the room detectors are tested by staff each year during routine fire safety inspections. The sprinkler fixture must not be blocked or used as a hanger for any item.
- Furnishings: *Lofts and waterbeds are prohibited in all Carleton residence halls/houses.* Due to heat produced, halogen lamps are not permitted.
- Heating Systems: *Items should not be stored on room vents and radiators.* Items stored on or too close to vents and radiators not only block the flow of air necessary to heat the room, but also present a potential fire hazard during the heating season.
- Open Flames: Due to safety considerations, flame-or spark-producing items including candles, incense burners, oil burning lamps, lanterns, etc., are not permitted in residential facilities.
- Pets: *All pets and animals, except those necessary for disabled individuals, are prohibited.* The only exception to this rule is fish.
- Room Occupancy: *City fire codes have established the occupancy for each room on campus; therefore the occupancy of a room may not be increased by residents* (i.e., two doubles may not place all beds in one room and use the other as a lounge).
- Wall Hangings: *Wall hangings cannot cover outlets, cords, switches or heat vents/radiators.* Loosely hung cloth or paper wall hangings can spread fire very quickly. Edges of posters and other items should be flush with the wall.
- Weapons and Explosives *The presence of explosives (fireworks, volatile materials such as lighter fluid and gasoline) and weapons are prohibited.*
- Windows and Doors: *All windows and doors must be unobstructed and able to serve as a means of egress in an emergency.* Decorations, bookcases, chairs, etc. should not block a possible emergency escape route.

If everyone cooperates and takes the precautions listed above, we stand a much better chance of avoiding both personal injury and damage to property.