I. Title

Procedures for Inspections, Service Calls, and Training in Residence Halls

II. Explanation

During a meeting between Residential Education and Services and the Department of Fire Safety on September 18, 2008, specifically between Jeff Issler, Robert Ferrara, Terri Giardino, Malini Som, and Susanne Ferrin, procedures for inspections, service calls, and training in residence halls. This document is the agreed upon procedure, resulting from this meeting. On November 12, 2009, this document was updated to reflect changes necessary in our policy to make residential Fire Safety training a more fluid process. On December 1, 2009 this policy was further updated to reflect changes necessary to make the room inspection process more effective.

III. Clove Road Apartments Inspections

- The Department of Fire Safety will conduct smoke detector and fire extinguisher inspections weekly starting the week of August 1\textsuperscript{st}, each year.
  - Repairs will also be made at the time of inspection to reduce the number of times resident rooms are being entered.
- A schedule will be forwarded to the Community Director of the Clove Road Apartments on the date and time of inspection.

IV. Room Inspections

- The Department of Fire Safety will conduct Community Assistant room inspections each month.
- The Department of Fire Safety will conduct resident room inspections each month.
- The Department of Fire Safety’s professional staff will conduct inspections of the Community Directors’ apartments, prior to scheduled State inspections to mitigate any issues. Notification will be provided of the date of the inspection.
• Professional Staff apartments can or may be inspected by the State Division of Fire Safety personnel during their scheduled annual inspection. Notification will be made in advance prior to the tentative date of the inspection; these dates are subject to change depending on the possibility of conflicts in the State inspector’s schedule.
• Professional Staff Rooms will be properly signed to avoid their confusion from other residential facilities.
• A list of Professional Staffs’ rooms shall be furnished to the Department of Fire Safety. The list shall be updated, as needed, to avoid entering these rooms during normal inspections.

V. Inspection Reporting System

• The Department of Fire Safety will notify the resident(s) of each room in violation by means of a written notice. A copy will be furnished to the Community Director and to the Director of Residence Education and Services.
• It is the responsibility of the Community Director to ensure that, through the Community Assistants, the violations are abated within fifteen days of the notice of violation being served. The Community Director shall make notification to the Department of Fire Safety, within the fifteen days, with the status of the violations issued.
• The Department of Fire Safety will notify the Coordinator of Student Conduct of any individual(s) that should attend Fire Safety Awareness Training taught by the Department of Fire Safety, based on the results of their inspection(s).
• The Coordinator of Student Conduct will also notify the Department of Fire Safety of any individual needing Fire Safety Awareness Training based on judicial sanctions.

VI. Notices of Violation:

• When issued a preliminary notice of violation, a resident has fifteen days to abate the violation without penalty, unless the nature of the violation is such that judicial review is warranted.
• In the event that the violation is not abated after fifteen days, a second notice of violation will be issued. At this time, the resident shall be sent before the Coordinator of Student Conduct for judicial review.
• In the event that the violation is not abated after thirty days, a third notice of violation shall be issued. At this time, the resident shall be sent before the Coordinator of Student Conduct for judicial review. For each fifteen days after this point, additional violations shall be issued and the student shall be sent before judicial review.

VII. Service Calls to Resident Rooms
• Notification will be made to the Assistant Director of Residential Education and Services or Facilities Coordinator by the Department of Fire Safety when a contractor is to service a Residential Education and Service’s building. Residential Education and Services will then make notification to each building affected.

• Upon the arrival of the Contractor, the Community Assistant or a Desk Assistant on duty will accompany the contractor throughout the repair process in that building when possible.

• During emergency conditions, such as an equipment malfunction, emergency contractors may have to enter rooms without notice; however, all attempts will be made to provide notification. In such cases, contractors must knock on the entrance doors clearly and loudly several times, and announce themselves prior to entering the room/apartment.

VIII. Damaged Fire Equipment

• Any type of damage to fire equipment will be reported to the University Police Department so that they may take the appropriate course of actions in terms of criminal mischief. When appropriate or necessary charges will be applied through Residential Education and Services. Coordination of charges will go through the Facilities Coordinator.

IX. Emergency Evacuation Plan Training

• Residential Fire Safety Training will be outlined by the Department of Fire Safety, and will include information covered in the University’s Fire Evacuation Plan, accessible at http://www.montclair.edu/facilities/fire/fireevacuationplan.html.

• The Community Directors will ensure that, through the Community Assistants, the Department of Fire Safety’s Fire Evacuation Plan is reviewed with each resident for the building in which the resident resides and when a new resident is assigned to a building (e.g. a room change). The Community Assistants are to review exit routes for the resident rooms, noting the closest exits to those rooms and the appropriate staging area for their building.

• The residents’ Fire Safety training is to be held during a floor meeting within the first five days of the fall semester and whenever a room change occurs or when a new resident is assigned to housing.

• A written “sign in sheet” will accompany all such training(s). This sheet will be designed by Residence Life, but shall include the resident’s name, room number, building, the date of training, and a blank area in which the student will sign the sheet. Specific arrangement shall be made by Residence Life; however, it is the responsibility of the Community Director to ensure that Fire Safety training is provided to all residents, that the residents sign into this training, and that each “sign-in sheet” is forwarded to the
Department of Fire Safety within the first week of the semester. This stipulation is mandated by section 405.5 of the New Jersey Fire Code and the University has designated the Community Directors of each building as the designated administrator to ensure compliance.

- At any time that a change of occupancy occurs, the Community Director is responsible for ensuring that the above outlined policy is followed. The relocated resident is to receive the above outlined training and a receipt of said training, made in a fashion similar to the above outlined sheet, is to be forwarded to the Department of Fire Safety within a week of the relocation.