**Corridor Inspection SOP**

2019-09

Note: This procedure will be carried out at least once each semester (March and September). The same procedure applies during the summer.

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| **Mission** | **Item** | **Person in charge** |
| Announcement | * Send an email to all residents * Explain why the inspection is required * Announce inspection date and urge them to clear their surrounding corridor * Show sample pictures of   + Furniture placed in corridor (blocking fire escape)   + Personal items left on floor | College Office |
| Initial inspection (on inspection date) | * Prepare notice on yellow sheets (with deadline for correction and date of second inspection) * Walk through all corridors to find   + Furniture placed in corridor (blocking fire escape)   + Personal items left on floor or in common areas * Post notice on the nearest room(s) and place notice on the furniture and personal items * Record the items and location in the online form "Sundries" (https://forms.gle/w1Nt7dDpFQN28uoD8) | College Office |
| Second inspection (3 working days after initial inspection) | * Go back to location in the online form "Sundries" and record current condition * For those with furniture placed in corridor, take a picture and elevate the status to "warning" * For personal items left on floor or in common areas, take a picture and dispose of them. For valuable items, move them to a temporary secured place or lock them. | College Office |
| Post second inspection | * Send official warning letters to residents with "warning" status. Indicate a second deadline for correction and consequence of noncompliance * After the second deadline, notify repeated noncompliant residents by email and phone. Arrange individual meetings with College Master, who may impose further disciplinary actions on those residents | College Office |