**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 |