**Corridor Inspection SOP 樓層走廊檢查標準操作流程**

2021-09

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 color sheets (with deadline for correction and college stamp)
* Walk through all corridors to find
	+ Furniture placed in corridor (blocking fire escape)
	+ Personal items left on floor or in common areas
* Post first notice on the nearest room(s) and uncleaned items
* Record the items and location
 | College Office |
| Second inspection (3 working days after initial inspection) | * Conduct second inspection
* Should there be any old and new items uncleaned after initial inspection, office will post second notice (with 2nd correction deadline) on the nearest room(s) and on the items
* Record the items and location
* In the meantime, CKPC office will send an official warning notice to students informing them the negative energy if the issue is uncorrected after the 2nd correction deadline. Students will be clearly informed that this energy point will affect their readmission result for the following academic year. Students will also be informed that on the 2nd correction date, items will be disposed without further notice.
* Note: unless the item’s owner is known, both students in a room will receive the official warning notice and the negative energy after the 2nd correction deadline.
 | College Office |
| Last inspection  | * Office will inspect corridor for any uncleaned items. Items will be disposed with assistance from campus cleaning company.
 | College Office |