



HEALTH AND SAFETY

Notification and Cleaning Expectations

This flyer serves as an official notice that the Office of Residential Life will be conducting Health and Safeties on the date(s) and time(s) listed below:

Please leave this sheet taped to refrigerator or stapled to bulletin board so RA can use it to review items!

Each person is responsible for his or her personal bedroom and duties agreed upon by roommates. You do not need to be present for health and safeties, but your presence is always welcomed. If you have any questions about health and safeties please contact your Resident Assistant.

UNIT: _____

TASKS ARE TO BE ACCOMPLISHED PRIOR TO STAFF ARRIVING!

A- KITCHEN AREA

- 1 Burner plates on stove clean
- 2 Ceilings free of grease and dirt
- 3 Dinette table/chairs and countertops wiped and free of clutter
- 4 Floor swept and mopped
- 5 Free of odor
- 6 Freezer and refrigerator wiped down on the inside and outside and free of spilled and spoiled items
- 7 Garbage taken out to dumpster
- 8 Microwave cleaned on the inside and outside
- 9 Sink cleaned
- 10 Stove/oven cleaned on the inside and outside, including the drawer

C- LIVING/BEDROOM AREAS

- 1 Carpeted areas vacuumed
- 2 Closets free of trash, cans, etc.
- 3 Floors free of obstructions (piles of books, paper, clothing, laundry, etc.)
- 4 Free of odor

B- BATHROOM AREAS

- 1 Exhaust fan in bathroom and other air vents – free of dust/dirt
- 2 Floors free of obstructions (piles of books/paper, clothing, laundry)
- 3 Floors swept and mopped
- 4 Free of odor
- 5 Garbage taken out to dumpster
- 6 Sink, countertops, and mirrors wiped and cleaned
- 7 Showers, tub, toilet, walls wiped and free of hair, dirt, mold, and soap scum

D- GENERAL SAFETY

- 1 12" between HVAC vents and furniture/personal items
- 2 Carbon monoxide detector working
- 3 Electrical outlets not overloaded (no splitters)
- 4 Fire extinguisher in place and filled
- 5 Outside of unit clear of debris (trash, cigarette butts)
- 6 Smoke detector – no red indicator lights/battery beeps

*RAs can assist residents in submitting work orders for the following, including, but not limited to what's listed below.
If conduct related damage, RA will submit an incident report and RD will submit work order.*

E- OTHER: Please note location of concern on lines provided.

- | | |
|--------------------------|----------------------------|
| 1 Burn marks _____ | 4 Mold _____ |
| 2 Carpet stains _____ | 5 Water leaks/stains _____ |
| 3 Furniture stains _____ | 6 Other _____ |

Month:	Health & Safety Week:	Day/Date/Time:	Passed:	Failed:	Reason if Failed: <i>see codes above (ex: A-1)</i>	RA Signature: