

**GUIDELINES FOR
FRATERNITY AND SORORITY
FACILITIES**

1. Egresses (exterior doors) must be kept clear at all times.
2. Fire exits must be kept clear at all times.
3. Emergency exit procedures must be posted on the back of room doors and near fire alarm pull stations.
4. Hallways must be kept clear at all times, including when residents are moving into their rooms. Furniture and personal items cannot be kept in the hallway while residents do a “room makeover”.
5. All emergency equipment must be in place and functional.
6. Residents may not use extension cords in the rooms. Extension cords are for a temporary use and therefore should not be used to connect appliances to an outlet.
7. Each resident may use one surge protector/power strip. Two (2) protectors should not be plugged into the same outlet (should be on opposite sides of room, for example).
8. Appliances that run constantly should be plugged directly into a wall outlet.
9. No candles in student rooms.
10. The egress area of the room (area nearest the door) needs to be kept clear.
11. One window in the student room will be the egress window. If the room has only one window, that window is it – no exceptions to the policy. If the room has two or more windows, the egress window must be obvious. The egress window must be clear of furniture, the bed, etc. There must be a “clear path” from the door to the egress window.
12. Furniture must be in good condition. Upholstered furniture may not have holes in the material – exposed foam. This is a fire hazard and we will ask the residents to remove the furniture.
13. Do not “stuff” the room with furniture. Inspections staff have the right to ask residents to remove excess furniture from a room.
14. Certain cooking appliances may not be used in a student room. The only appliances approved for a room are a refrigerator and a microwave oven. Hotplates, George Foreman grills, toaster ovens, and other similar appliances are not allowed to be used in student rooms. If residents have a question about an appliance, they need to contact the inspections staff or the fire department.
15. No items on the ceiling. Only a certain per cent age of room walls may be covered with postings – “less is best”. No items may be suspended from the ceiling.
16. Smoke detectors must be kept clear of obstructions.
17. Residents should not use cinder blocks to raise beds.
18. Do not hang items from pipes – sprinkler heads must be kept clear of obstructions.
19. Rooms should be kept in a reasonably clean and sanitary condition at all times.
20. Cables for television and/or computer access must be installed properly.
21. If there is a question – ask someone ASAP.