

# Health & Safety

The Office of Campus Safety, The Office of Residence Life, and Facilities Management may at times need to enter residence hall rooms. Per the housing agreement, staff may enter residence hall rooms for the following but not limited to reasons; routine maintenance, repairs, inspections, and emergencies.

If a staff member identifies a fire/health safety violation while in a room they are required to report it to the Office of Residence Life and/or Campus Safety. Any item in violation and is a potential immediate danger to the community will be confiscated. The item will be turned over to the Office of Residence Life or Campus Safety.

Mary Baldwin University observes the Virginia Statewide Fire Prevention Code. This code is enforced by the City of Staunton. It can be found electronically at [SFPC 2015](#). A copy of the code can also be obtained from the City of Staunton Fire Marshal's Office located at 302 Grubert Avenue, Staunton, VA 24401.

Health and Safety Inspections will be conducted throughout the year by the Office of Residence Life and the Office of Campus Safety. The City of Staunton Fire Marshal's Office also inspects the Mary Baldwin University campus to ensure compliance.

Below is a sample of a Health and Safety check sheet

Health & Safety Inspection			
Student Name:		Inspector:	
Building:		Room:	
Date:		Re-inspection Date:	
Violation(s) found			
	Uncleanliness of Room		Surge protector plugged into another surge protector
	Means of Egress obstructed		Possession/use of extension cord(s)
	Smoke detector or sprinkler systems tampered with		Possession/use of holiday lights or halogen lights
	Items hung from ceiling		Possession/use of multiplug/cube adapter
	Candles		Possession of unauthorized appliances
	Possession of Flammable/Hazardous Materials		Improper use of space heater or space heater exceeds permissible limits
	Storage too close to ceiling (must be 24" below ceiling)		Excessive decorations
	Other:		

Below are commonly found violations & explanations of them. Found violations are subject to one or all of the following; warning and correction of violation, confiscation, and/or disciplinary action.

## 1) Decorative Materials

- a. Decorations on doors to residence hall rooms may not exceed 8.5 inches by 22 inches. Decorative materials include but not limited to, paper products, laminate material, white boards, chalk boards, etc. Materials hanging from the top of the door frame such as paper streamers are strictly prohibited and will be removed by MBU staff immediately.
- b. Decorative materials inside residence hall rooms may not exceed 20% of the entire room.
- c. No items may hang from the ceiling. Items found hanging from ceilings will be removed immediately by the student if present or by MBU staff if the student is not present.

**2) Extension Cords**

- a. Extension cords and multiplug/cube adapters are not permitted in residence hall rooms.
  - i. Only UL rated surge protector/power strips, with a 15 amp circuit breaker are permitted.
    - 1. Surge protectors/power strips, must be plugged directly to a wall outlet. Surge protectors/power strips may not be plugged one into another (piggy back).

**3) Space Heaters**

- a. Only space heaters with a ceramic element, auto tip over shut off, and a maximum of 500 watts are permitted. All others will be confiscated until the student is able to take it home.
  - i. Space heaters must be plugged directly to a wall outlet, without passing through a surge protector.
  - ii. A three foot clearance must be maintained at all time the space heater is plugged in.
  - iii. Failure to comply with space heater regulations will result in confiscation.

**4) Kitchen Appliances**

- a. Possession of unauthorized cooking equipment is not permitted. Unauthorized equipment include; ovens/toaster ovens, hot plates or cooking units, electric grills/skillets, fryers, toasters, and microwaves that are not part of a micro-refrigerator combination. (see number 2 below)
  - i. Permitted appliances are:
    - 1. Two mini refrigerators per room (must be UL listed and no greater than 4.3 cubic feet)
    - 2. Two rental micro-refrigerators per room (must be rented from MBU recognized rental company)
      - a. All other microwaves are prohibited.
    - 3. Coffee pots/makers
    - 4. Blenders
    - 5. Rice cookers
    - 6. Crock pots

**5) Candles**

- a. Candles are not permitted and will be confiscated.
  - i. Wax warmers are permitted.

**6) Furniture**

- a. Items to include furniture must be kept four inches from residence hall heating units.
- b. Electronics such as laptops, tablets, cell phones, hair dryers, flat irons, should not be left on beds unattended. These items have been found to overheat.
  - i. Cords should not be wrapped around bed frames or posts. These have been found to overheat.

7) **Flammable/Hazardous Materials**

- a. Flammable and Hazardous Materials are strictly prohibited in residence halls. This includes materials needed for course work. Hazardous materials required for course work must be kept in the academic learning space, where the Safety Data Sheet(s) and spill kits are kept. Any flammable or hazardous material found will result in confiscation and disciplinary action.
  - i. Personal hygiene products are excluded.

8) **Smoking**

- a. Smoking and vaping are prohibited in all campus buildings.

9) **Cleanliness of Rooms**

- a. Rooms must be kept clean, free of trash, dirty dishes, etc.

10) **Means of Egress**

- a. The path of egress must be maintained for every residence hall room, for emergency exit. A 36 inch clearance must be maintained from the entry door to the opposite side of the room.
- b. No storage of personal items is permitted in corridors.

11) **Evacuation**

- a. Evacuation of campus buildings during fire alarm activations is required. Failure to evacuate will result in disciplinary action, and may also result in charges by the City of Staunton Fire Marshal's Office.
  - i. Evacuation of a building should take no more than two minutes. The average flashover of a room on fire is two minutes.

12) **Alterations and/or Tampering with Life Safety Equipment**

- a. Altering and/or tampering with any Life Safety Equipment is prohibited, will result in disciplinary action, and may also result in charges by the City of Staunton Fire Marshal's Office. Life Safety Equipment includes but not limited to:
  - i. Smoke detectors
  - ii. Sprinkler heads and piping
  - iii. Fire extinguishers
  - iv. Manual fire alarm pull stations
  - v. Evacuation signs
  - vi. Signs identifying life safety equipment