Physical Plant Guidelines for Entering Living Quarters & Restrooms

Perspective

Entering living quarters on campus should be viewed as:
1) Entering someone’s home to provide service. It is an intrusion of their privacy.
2) Entering a hotel room with a sign on the door and the door open.

Words of Wisdom
1) Staff has all the responsibilities and the students have all the rights.
2) The magnitude of the job does not relieve staff of the responsibilities.
3) Staff are the adults in care-taker roles.
4) As in all situations, common sense should prevail.

Entering Living Quarters

The following procedures should be implemented in routine situations:
1) Wear identification such as a name bag and/or picture ID.
2) Call ahead, if possible, when making a service call.
3) Knock on the door, call out and wait for an answer. Do this at least twice.
4) Call out again while entering the room.
5) Do NOT enter a room or apartment if you hear someone inside, but no one answers.
6) Notify ALL occupants, i.e. all room and/or suite mates, when entering a room. Ask if anyone else is in the room and/or suite.
7) Leave a sign on the door, with the door open, when entering an empty room or apartment.
8) Leave a written notice, “WE WERE HERE”, before leaving.
9) Report an incident IMMEDIATELY to your supervisor or Physical Plant office, making notes on the work order and completing an incident report as soon as possible.

NOTE: In an emergency situation, due care should be taken to maintain the privacy of the occupants. The Resident Director should be notified as soon as possible when an emergency situation exists.

Entering Restrooms

Some of the same principles apply:
1) Wear identification such as a clipped name tag and/or picture ID.
2) Knock on the door, call out and wait for an answer. Do this at least twice.
3) Call out again while entering the room.
4) Do NOT enter a room if you hear someone inside, but no one answers.
5) Leave a sign on the door, with the door open, when entering an empty room.
6) Report an incident IMMEDIATELY to your supervisor or Physical Plant office, making notes on the work order and completing an incident report as soon as possible.