



Policy Title: December Holiday Recess Room Inspection Policy

Date Established: Historical Policy

Office with Administrative Responsibility: Housing and Residence Life

Functionality Area: Facilities

Approver: Residence Facilities Manager

Revision Date(s): January 2025, January 2026

Purpose

To ensure the health, safety, and security of the residence community and the buildings, and to mitigate potential hazards like fire risks and maintenance issues, an inspection is completed of all residence living spaces including all assigned rooms and shared spaces within a unit, and common areas.

Scope of Policy

This policy pertains to all residents.

Definitions

The definitions below are specific to the development and maintenance of this policy:

1. “Common areas” are the spaces outside of an assigned room. This includes, but is not limited to, lounges, study rooms, hallways, kitchens and building lobbies.
2. “Assigned room” is the bedroom for which a student is assigned.
3. “Shared space within a unit” refers to the living space within a contained unit or set of units that is shared by multiple residents. This could be a bathroom and/or kitchenette space.
4. “December Holiday Recess” refers to the days between the last day of Fall term and the first day of the Winter term in the Residence and Meal Plan Agreement.

Policy Statement

Housing and Residence Life staff reserves the right to enter all residence rooms during the December holiday recess period (at end of fall term contract date) to perform necessary health, safety, and maintenance inspections. These are visual checks only, conducted by Housing and Residence Life staff and/or Campus Living Centres staff to ensure the security of the premises and the well-being of the community. Personal belongings will not be searched.

During the inspection any potential hazards will be addressed, including but not limited to unplugging appliances, moving of personal items from heat sources and removal of personal items if they present an immediate hazard. Any violations of the community standards that present an immediate hazard (ex. covered smoke detectors) will be addressed immediately, documented and processed through the Residence Student Conduct Process after the break. Any violations of the community standards that do

not present an immediate hazard (ex. candles, furniture from lounges) will be documented and addressed through the Residence Student Conduct process after the break.

All doors, including bedroom doors with locks, will be locked at the end of the inspection.

The inspections are typically scheduled a few days prior to the start of the December Holiday Recess, after end of fall term contract date.

Roles and Responsibilities

1. Residents are responsible for:
 - a. Ensuring they are leaving their room in good order – safe, clean, windows closed, etc.
 - b. If approved to stay in residence during the break, they are responsible for maintaining the cleanliness, condition and safety of their space or shared spaces
2. Housing & Residence Life Staff and Campus Living Centres Staff are responsible for:
 - a. Completing the visual inspections of rooms, common areas, etc.
 - b. Documenting any concerns at time of inspection\
 - c. Processing any residence community standard violations

Review by

Annually in January



University
of Windsor

Policy Title: Procedures for Implementing Policy on Housekeeping

Date Established: Historical Procedure

Office with Administrative Responsibility: Housing and Residence Life

Functionality Area: Facilities

Approver: Residence Facilities Manager

Revision Date(s):

- October 2024
- January 2026

Scope

These procedures apply to the implementation of the Policy on Holiday Recess Inspections.

Procedure

1. The resident completes the visual inspection of their room and common areas in their suite to ensure it is in satisfactory, safe condition when leaving.
2. Housing & Residence Life staff, with Campus Living Centres staff, when necessary, complete the visual inspections of occupied rooms/suites and common areas and document any concerns.
3. Housing & Residence Life staff/Campus Living Centres staff will address any immediate hazards (ex. remove items from heat sources)
4. Residence Life staff will process any violations of the residence community standards through the residence student conduct process