

# **UNIVERSITY OF RICHMOND**

## **HOUSING FIRE SAFETY POLICY**

**SFTY 2**  
**May, 2002**  
**Revised March, 2003**  
**Revised August, 2004**  
**Revised July, 2005**  
**Revised March, 2006**  
**Revised June, 2007**  
**Revised April, 2008**  
**Revised May, 2009**  
**Revised November, 2010**  
**Revised May, 2011**  
**Revised August, 2012**  
**Revised August, 2014**  
**Revised October, 2015**  
**Revised October, 2016**  
**Revised January, 2018**  
**Revised January, 2020**  
**Revised June 2021**  
**Revised November 2023**

## **FIRE SAFETY POLICY**

The following regulations are intended to maintain a safe living environment for students residing in University housing. Any person, who performs any act that endangers the life, safety, or property of others, will be considered to be in violation of the University Housing Fire Safety Policy and the Unified Agreement. Violations of the University's Housing Fire Safety Policy are subdivided into categories. There may be fire safety concerns that are not specifically addressed by this Policy that will be responded to on a case-by-case basis.

It is an expectation that all students accepting housing at the University understand the University Housing Fire Safety Policy and will abide by the established rules and regulations for living in University housing.

### **Inspections and Sanctions**

Representatives from the Office of Residence Life & Housing or Environmental Health and Safety and Risk Management will inspect all residential facilities on a pre-set schedule each academic year. Students who are found to be in violation of the University's Housing Fire Safety Policy will receive the sanctions listed below. The violations noted below pertain to each resident of the room/unit, regardless of which resident is responsible for the violation. If you are aware of a violation in your room/unit and your roommate(s) refuse to correct the violation, it is your responsibility to inform the Office of Residence Life & Housing. You will avoid being charged for the violation if you report it in advance of any inspection. Students are expected to reimburse the University for missing/damaged equipment and to immediately remove item(s) in violation. Students who fail to comply and/or have repeated violations will be referred to Student Conduct.

Fire Safety violation records and sanctions are maintained and implemented cumulatively from year to year. The Office of Residence Life & Housing maintains student fire safety violation records and sanction history separate from a student's conduct file. This data will be used as a basis for determining violations/sanctions in subsequent years.

**First Violation = Warning**

**Second Violation = \$25 fine**

**Third Violation = \$50 fine**

Subsequent violations will result in additional sanctions as deemed appropriate and referred to Student Conduct.

**Failure to Comply:** Students who do not correct a violation within a given period of time may be charged with failure to comply and referred to Student Conduct.

## **CATEGORY A**

### **Residence Hall/Apartment Cleanliness**

Residents are to maintain their rooms/apartments in a manner acceptable to the Office of Residence Life & Housing. Residents should not allow excessive trash to accumulate in a room, an apartment, or around apartment areas. Residents should not allow clothes and/or other personal property to cover the floor of their living area or allow garbage to accumulate and become a health concern.

### **Posting and Decorations**

Residents may place postings or decorations on the exterior of their room doors only. All other postings and decorations in the halls or common areas of all University housing must comply with the General Housing Information and Policies web page.

## **CATEGORY B**

### **Hallway, Exit ways, and Common Areas (i.e. suite and entry spaces)**

Exit ways must be kept totally clear at all times. Clothing, furniture, or other items may not be placed in a hallway, stairwell, common area, or shared space. All items must be kept in resident or designated storage rooms.

### **Christmas Trees**

Cut or live Christmas trees, wreaths, garland, etc., are not permitted in University housing.

### **Decorative Lights (inside of building)**

- All holiday/decorative lighting sets must bear UL listing tags.
- Lighting sets are prohibited in corridors or any common area.
- Lighting sets may be utilized on artificial trees, or placed around room windows.
- Lighting sets are prohibited around room doorways.
- All lighting sets must be turned off when the room is unoccupied.
- Lighting sets may not be in contact with draperies, paper, or combustible decorations.
- Lighting sets must be flush with the wall and may not be hung from ceilings or diagonally between two walls.

### **Decorative Lights (on exterior of building)**

Residents of the University Forest Apartments may elect to display decorative lights on the exterior of their units. These lights must be attached directly to the exterior of the building and/or shrubbery immediately adjacent to the unit. No more than three strings of lights may be joined together.

### **Cooking in Residence Halls**

University policy prohibits cooking in residence halls. The only exception to this rule is locked, limited access kitchens. Food preparation is allowed using only a Microwave oven in a residence hall room.

If the building fire alarm is activated as a result of cooking in a residence hall room, the responsible individual(s) will be notified that in the event of a second occurrence, their cooking appliances will be confiscated by the Office of Residence Life & Housing.

### **Extension Cords/Power Surge Protector Strips**

Power strips or surge protector outlet strips must be listed by Underwriters Laboratory (UL) or another nationally recognized testing laboratory. The power strip or surge protector must have an integral circuit breaker or be fused. The cord must be a minimum of 14 gauge or heavier and have a grounded plug. Each power strip or surge protector outlet strip must be plugged directly into a wall outlet and they cannot be plugged into one another. All electrical cords must be protected from damage. Avoid placing cords across the middle of floors, hallways, doorways, etc., or underneath area rugs, storage or clothing.

Extension cords, multi-plug or cube adapters, plug-in air fresheners with an outlet(s), or any other outlet or receptacle not hardwired into the building or provided as part of an approved power strip or surge protector is unauthorized.

**CATEGORY C** – Includes items that may be confiscated during inspections or need to be removed.

### **Installation of Ceiling Fans or Other Appliances**

Installation of ceiling fans or other appliances or alteration of the electrical system is prohibited.

### **Discharged Fire Extinguishers**

If a student discharges a fire extinguisher in order to put out a fire, there will be no sanction or charge for replacing the extinguisher. Students are to notify the Office of Residence Life & Housing when:

- a fire extinguisher is used to put out a fire
- the fire extinguisher has leaked down, i.e. the gauge is no longer in the green
- the fire extinguisher is missing

Fire extinguishers are not to be removed from their proper locations or made inaccessible by wall hangings, furniture, etc., or discharged unless there is a true fire emergency. If a room/apartment fire extinguisher is found to have been tampered with, the occupants will be sanctioned as appropriate.

### **Tampering with Room Smoke Detectors**

A resident who has tampered with or vandalized a room smoke detector in any way will be sanctioned. It is the student's responsibility to report a faulty smoke detector to University Facilities.

### **Sprinkler System**

Do not hang or drape items from sprinkler pipes or heads. This may cause flooding/property damage.

### **Fire Alarm Evacuation**

A resident who is found not to have evacuated the residence hall as a result of a fire alarm will be referred to Student Conduct.

### **Unauthorized Electrical Items**

The following items are prohibited in all residential facilities:

- Space heaters
- Hot plates
- Crockpots
- Toaster ovens (not permitted in residence halls)
- Cookers/Steamers/Grilling Machines **of any form** (not permitted in residence halls)
- All open/visible coil electrical equipment of any type (not permitted in the residence halls)

\*\*\*PLEASE NOTE: All cooking in the University Forest Apartments and Gateway Village Apartments may only occur in the kitchen area.\*\*\*

### **Prohibited Items and Practices**

- **Covered Ceiling Light:** Students are not permitted to place or drape materials across, on, or from the ceiling light or any other room light fixture.
- **Decorative Materials:** No materials of any kind may be hung from ceilings. Approximately 20 percent of the total wall surface in a room may be covered with decorative materials; however, they must remain flush with the wall and cannot hang diagonally between two walls.
- **Halogen Lamps:** Halogen lamps with bulbs rated over 100 watts are prohibited.
- **Gas Powered Vehicles**
- **Flammable and Combustible Liquids:** Flammable and combustible liquids of any type are not permitted in University housing.
- **Candles, Incense, Flame Producing Products**
- **Fireworks**
- **Smoking:** The University of Richmond prohibits smoking, including e- cigarettes, inside classrooms and administrative buildings, residential facilities, dining areas, athletic facilities and university owned vehicles. Smoking is prohibited within 25 feet of the outside of any building to prevent smoke and e-cigarette vapors from entering through entrances, windows, ventilation systems, or other means.
- **Open Fires and Grills:** Open fires are not permitted on campus. At the University Forest Apartments, propane or charcoal grills are permitted on the edge of the patio farthest from the apartments. If a charcoal grill is to be used, the container that holds the charcoal briquettes must be in excellent condition, with no holes and the container is to be covered with a properly fitted lid to prevent embers from flying out and igniting nearby materials. Never leave a grill unattended.

- **Bed Risers, Lofts, Platform Beds, Partition Walls:** The University does not permit the construction or use of unauthorized bed risers, lofts, platform beds or partition walls.

***Furniture***

*In order to allow for resident comfort, while at the same time recognizing safety and disposal issues, the University allows residence hall residents too add a limited amount of student owned furniture to their rooms. Depending on the number of occupants in the room of a residence hall, Atlantic House, Pacific House, and the law residences, residents may add 1, 2, 3, or 4 pieces of furniture from the following table.*

<b>A</b>	<b>B</b>
Upholstered Chair	Couch
Papason Chair	Love Seat
	Futon
	Papason Chair (Full)

***Single Rooms:*** May add 1 piece of furniture from either column A or B; however, the bed must be lofted to accommodate an item from column B.

***Double and Triple Rooms:*** May add either 2 items from column A or 1 from A and 1 from B. Beds must be lofted or bunked to accommodate an item from column B.

*University Forest Apartment and Gateway residents also may add student-owned furniture to their apartments. Given the larger floor space in the apartments and the existence of two entrances/exits per apartment, residents are exempt from the guidelines established in the furniture table.*

*Exit/entry doors must remain unobstructed in all University housing.*

**CATEGORY D**

**Tampering/Vandalizing the Emergency and/or Exit Signs in Residential Areas**

A student who is found to be involved in the tampering/vandalizing the emergency and/or exit signs in residential areas may be subject to the following:

- First Violation: University Housing Probation for a minimum of one full year, and restitution for damages.
- Second Violation: Immediate Housing Eviction and may be suspended from the University.

**Malicious Burning/Arson**

A student found to be involved an incident of malicious burning/arson will be evicted immediately from campus housing and may be suspended from the University. The student will be required to reimburse the University for any damage. The University may require the student have a psychological evaluation and treatment to remain and/or to be readmitted, and if readmitted, the student will not be allowed to live on campus.

**Tampering/Vandalizing the Central Fire Alarm/Smoke Alarm or Sprinkler System of Any Building**

A student who is found to be involved in the tampering/vandalizing the central fire alarm/smoke alarm or sprinkler system of any building will be evicted immediately from campus housing and may be suspended from the University. The student will be required to reimburse the University for any damage. If readmitted, the student will not be allowed to live on campus.