Residence and Greek Life staff performs an inspection of every campus housing room and apartment at least once per academic term. Community Inspections assess the condition of university property, verify policy compliance, and ensure resident safety.

**Inspection Process:**
Below is a brief overview of the inspection process. The Residence and Greek Life Handbook outlines the Community Inspection Process and lists all policies related to living in the residence halls. You may review the RGL Handbook at: [web.iit.edu/rgl/handbook](http://web.iit.edu/rgl/handbook)

1. Residence and Greek Life Student Staff will conduct Community Inspections in pairs during the 1st week of the Community Inspection Period. A copy of the completed inspection form will be left for the resident(s) to review. This form indicates whether a room/apartment passed or failed the inspection.

2. If a room/apartment fails the Student Staff Inspection, the resident(s) of that room will need to correct the issues indicated on the form prior to the Professional Staff Inspection, which will occur during the 2nd week of the Inspection Period.

3. Residence and Greek Life Professional Staff will conduct Community Inspections for rooms/apartments which failed the Student Staff Inspection. A copy of the completed inspection form will be left for the resident(s) to review. This form indicates whether the room/apartment passed or failed the inspection.

4. If the resident(s) of a room/apartment do not correct the issues indicated on the form prior to the Professional Staff Inspection, or additional violations are discovered, the resident(s) found responsible may be referred to the Student Conduct Process.

**Please be advised that Residence and Greek Life staff may, at any time, confiscate any prohibited items found in a room, this includes during the Community Inspection Period. Resident(s) will be notified regarding if/how they may retrieve these items.**

Residents do not need to be present during inspections. Staff will knock and announce themselves as RGL staff before entering each room and will use master keys to unlock the door when necessary. If resident(s) are not present during inspections, staff will lock door.

*Residents who become locked out of a room/apartment due to Community Inspections will need to follow the Lockout Procedure. (Lockout Fees will not be assessed during the Community Inspection Period.)*

**Student Conduct Process, Public Safety, and Follow-Up:**
The resident(s) of a room/apartment that fails the Professional Staff Inspection are subject to the Student Conduct Process. Some violations may also require immediate intervention by Professional Staff and/or Public Safety during a Student Staff Inspection.

Resident(s) who violate any Serious Rule Violations (outlined in the Rules & Regulations section of the Residence and Greek Life Handbook) may be subject to Immediate Contract Termination. In these cases, residents will be contacted directly by our office.

**Damages and Charges:**
If university assets are found to be damaged beyond normal wear or missing, charges may be assessed for repair or replacement. Additionally, rooms/apartments that fail a Professional Staff Inspection due to poor cleanliness may be cleaned by Residence and Greek Life Custodial staff and any associated fees will be assessed to the resident(s) of the room/apartment.

**Maintenance Requests:**
If a maintenance request is documented on the inspection form, Housing Facilities staff will enter your unit to make necessary repairs. Once the request is completed, staff will leave documentation stating that repairs have been completed. Residents are responsible for submitting Maintenance Requests for issues that appear outside of the Community Inspection Period and may do so on our website.

**Residence and Greek Life Handbook:**
For more information regarding our policies please see the Residence and Greek Life Handbook online: [web.iit.edu/rgl/handbook](http://web.iit.edu/rgl/handbook)