

## **Procedure for Inspecting Cleanliness and Tidiness in Residents' Rooms in the Student Residence Halls of Bialystok University of Technology**

1. Inspections of cleanliness and tidiness in student rooms (hereinafter referred to as the "inspection") shall be conducted pursuant to the applicable internal regulations of Bialystok University of Technology, in particular the regulations governing the use of the Student Residence Halls. The inspection applies to all occupied rooms in the Student Residence Halls of Bialystok University of Technology.
2. The primary purpose of inspecting the condition of rooms is to verify that they are being used properly and in compliance with the applicable fire safety, health and safety, and hygiene requirements. The inspection also covers the proper use of Bialystok University of Technology property and the prevention of circumstances that may compromise the safety and comfort of residents.
3. The inspection shall be conducted by a two-person inspection team comprising the Head of the Student Residence Hall and an employee of Bialystok University of Technology.
4. Residents shall be informed of a planned inspection at least 3 working days in advance, by email (USOS) and by means of a notice posted on the Student Residence Hall notice board, specifying the date and hours of the inspection.
5. An unscheduled inspection shall be carried out without undue delay following a report concerning the safety of persons or Bialystok University of Technology property, or where there are hygiene or cleanliness concerns or other circumstances that may affect the safety of residents.
6. Procedure for conducting the inspection:
  1. inspections shall be conducted during the working hours of the Student Residence Hall administration, from Monday to Friday;
  2. the inspection shall take place in the presence of the resident. If the resident is absent, the Head of the Student Residence Hall shall have the right to enter the room together with an employee of Bialystok University of Technology in order to conduct the inspection;
  3. where photographic documentation is necessary, photographs shall be taken only to the extent required to document any issues identified.
7. During the inspection, the following shall be assessed in particular:
  1. the general cleanliness and tidiness of the premises;
  2. the condition of floors, surfaces and sanitary facilities;
  3. the proper use of furnishings and equipment in accordance with their intended purpose;
8. The inspection shall not include searching or examining the resident's personal belongings, in particular suitcases, clothing, documents or other private items. The inspection may cover only an assessment of the condition of the premises and the manner in which their furnishings and equipment are used.
9. The deadline for addressing any issues identified during the inspection shall be 3 working days from the date on which the resident receives the instructions issued following the inspection, either by email or in paper form. A shorter deadline may be set where required by hygiene concerns, a safety risk or other exceptional circumstances.
10. A re-inspection shall be carried out without undue delay after the expiry of the deadline set for addressing the identified issues, preferably within 5 days of the expiry of that deadline, in accordance with the rules set out in points 3, 6, 7 and 8–9, subject to point 11.
11. In the event that the resident fails to comply with the instructions issued following the inspection, disciplinary measures provided for in the Regulations of the Student Residence Halls of Bialystok University of Technology may be applied, including the possibility of requiring the resident to vacate the Student Residence Hall, in the cases and under the rules specified in the Regulations.

## **Template notice informing residents of a planned inspection**

### **Subject: Inspection of cleanliness and tidiness in the room**

In accordance with the applicable rules governing the use of the Student Residence Halls of Bialystok University of Technology, the Student Residence Hall Administration hereby informs residents that, on **[dd-dd.mm.yyyy]**, an inspection of cleanliness and tidiness will be conducted in student rooms and in the shared areas – the bathroom and entrance hall.

The inspection will be carried out during the following hours: **[hours]**.

Please ensure access to the room at the specified time. The inspection shall take place in the presence of the resident. If the resident is absent, the Head of the Student Residence Hall, in the presence of an employee of Bialystok University of Technology, shall have the right to enter the room in order to conduct the inspection.

If any issues are identified, the resident shall receive instructions on the remedial action required, provided either by email or in paper form, together with a deadline for completing the required action.