Authorized college personnel may enter a student's residence hall room or suite without permission and conduct an inspection of the residence hall and its contents for the following reasons:

1. To perform routine maintenance
2. To perform routine health, fire, and safety inspections
3. To respond to emergency situations; e.g., situations which threaten the health and/or safety of room occupants, and situations which require immediate maintenance to prevent property damage or immediate action to correct the health, fire and/or safety risk
4. When there is reason to believe that a violation of college policy and/or any local, state or federal laws has taken place in the room. If during the course of room entry, personnel observe a possible violation of college, or local, state or federal laws, such information will be immediately reported the appropriate authorities.

Room entry regulations for other agencies:

1. Residents must comply with a room-entry request from a Monroe County Law Enforcement Official or Fire Marshall
2. Representatives from outside service organizations such as utility, pest, energy, and construction, may enter rooms provided they are accompanied by authorized college personnel

Procedure for Room Entry

Procedure for using the master key to enter a residence hall suite or room:

1. No student suite or room should be entered without knocking, regardless of whether the door is locked, unlocked, or open. The only situations in which authorized College personnel are not required to knock are immediate emergencies.
2. Authorized College personnel should request that the door be opened by the resident.
3. Before using the master key, college personnel attempting to enter a room will knock loudly three times, announce themselves, and state the reason for entry.
4. If the door is not opened and authorized College personnel deem it necessary, the master key will be used to enter the suite and/or the student's room for one of the four reasons listed in the above policy.

Procedure for working inside the suite or room:

1. If the reason for entry involves only the common area of the suite, the door to the suite will be propped open.
2. If the reason for entry involves access to a student room, the suite door will be closed, but the door to the student’s room will be propped open.
3. If students are in the suite or room, they may be requested to leave or step outside the room while the work is being completed. Students are responsible for moving any personal property that prevents staff from completing their tasks.
4. If staff leaves the room at any time, the door will be shut and locked and the same entry procedure will be followed upon re-entry.