

## Inspection of Greek Facilities Procedures

### General:

The University of Delaware has agreed to supplement the City of Newark's fire safety and property maintenance inspection program for recognized Greek Chapter facilities. It is the University's expectation that this program will assist in the education of Greek chapter members as to the identification and correction of safety hazards in their facilities. The DEHS has agreed to provide this inspection program to assist the Director of University Student Centers (USC) with the oversight of the Greek organizations. The City of Newark and the University of Delaware have mutually agreed upon this inspection program to include all recognized Greek houses. The program has three purposes:

1. To reduce the risk of any loss of life or injury resulting from an emergency situation.
2. To reduce damage to any facility.
3. To educate all Greek chapter members of hazards that may result in loss of life, bodily injury or property damage.

### I. Types of Inspections:

- A. Periodic - routine scheduled inspections.
- B. Violation - scheduled inspections to investigate and follow up on violation notices.
- C. Special - may or may not be prescheduled depending on circumstances. Examples would be freezing weather and loss of heat, flood, or other natural disasters.
- D. Complaint - unscheduled inspections as a result of a complaint; which may need to be done on an emergency basis.

### II. Frequency:

- A. All recognized Greek chapter facilities will be inspected at least two times per calendar year.
- B. Those facilities owned by or located on University property may be inspected more frequently than two times per calendar year. The frequency of inspections will be based on local, state and federal regulations; and University of Delaware regulations and policy. The City of Newark Building Department representatives, DEHS, and USC Director's Office representative will be present at all inspections. The Assistant Treasurer's Office will be notified of the inspections and will notify the housing corporation office.

### III. Inspection Criteria

Inspections will be based on the following criteria:

- A. Local, State and Federal laws/regulations.
- B. University rules, regulations and policies.

#### IV. Inspection Scheduling:

1. Periodic inspections will be preannounced with at least 14 days' notice.
2. All other inspections may or may not be preannounced depending on type and importance. The office of the Assistant Treasurer will be notified in advance for all inspections of leased UD facilities. Assistant Treasurer's office will notify Housing Corporation.
3. When practical all inspections will be conducted by a minimum of two people.
4. The University may photograph various aspects of violations for documentation purposes.
5. The University may contact other State/local agencies for assistance if perceived violations exist beyond the scope of the inspection team. For leased properties the Assistant Treasurer's office will be notified in advance so the housing corporations can be notified before action is taken.

#### V. Violation Definitions:

A. Life Threatening - a violation such that if allowed to continue, would likely result in death, serious injury or serious property damage such as:

1. Structural failure
2. Major Impairment of Fire Sprinkler or Detection Alarm systems
3. Altered or nonfunctioning fire doors,

B. Important - a violation such that if allowed to continue, would likely result in damage to property only such as:

1. A heating system, which is not functioning.
2. Health code violations.

C. Minor - a violation such that if allowed to continue, would not likely cause any significant damage to person or property such as:

1. A kitchen needs painting
2. A toilet is not functioning

#### VI. Violation Correction - **UD inspections only**

A. Life threatening - per existing applicable codes the appropriate code authorities will be notified of out of service life safety equipment. The code authority will decide appropriate corrective actions.

B. Important - a 24-hour time limit will be given for correction.

C. Minor - a 15-day time period will be given for correction.

VII. Service of Violation Notices -**UD inspections only**

A. A written notice of all violations will be issued to the registered agent in charge of the facility.

B. The registered agent in charge will be responsible to facilitate corrective actions.

VIII. Various Agency Responsibilities

A. Assistant Treasurer for Disbursement, Real Estate/Risk Management

1. Maintain a current list of all Greek Rental facilities and associated registered agents in charge.
2. Distribute a list annually and whenever changes are made to:
  - a) City of Newark Building Department
  - b) Department of Environmental Health & Safety
  - c) UD Public Safety
  - d) Director- USC
3. Notify registered agents of inspections/violations.

B. City Code Authority

1. Schedule City inspections
2. Create violation notices and forward same to registered agent in charge. Send copies of reports to DEHS, Associate Director of USC and Assistant Treasurer according to list developed in VIII A 1.
3. Designate corrective actions for all violations.
4. Schedule and conduct follow-up inspections.
5. Post facilities uninhabitable as required by applicable codes and regulations.

C. Department of Environmental Health & Safety

1. Accompany City Building Inspection Representative for all scheduled inspections and coordinate with Assoc. Director of USC.
2. Coordinate corrective action for violation notices and forward to registered agent in charge, copying Assistant Treasurer's office, and Assoc. Director of USC. Facilitate other inspections such as: Violation, Complaint and Special. Notification will be made to the Assistant Treasurer's Office of such inspection.
3. The Director of the Department of Environmental Health & Safety or appropriate designee may require a facility be immediately vacated if an imminent danger situation is found for leased property the registered agent along with the Assistant Treasurer's office will be notified.

Questions regarding this procedure should be directed to the Department of EHS at (302) 831-8475, Director of Student Centers at 831-2633 or Assistant Treasurer for Disbursement, Real Estate/Risk Management at (302) 831-2971.