



SCHEDULE C

Graduate House Procedures for Pre-Notification and Post-Notification of Suite/Room Entry

A minimum of 24 hours notice will be given for suite and bedroom access, with the exception of emergency situations or responses to resident-initiated maintenance requisitions. Residents should expect that Graduate House representatives will enter their suite to clean once a bedroom becomes vacant or is scheduled to be occupied by a new resident. Advance notification of cleaning will not be given.

Except for emergencies, suites and bedrooms will only be entered between 10:00 a.m. and 6:00 p.m. on workdays. Loud knocks, followed by a wait, will precede entrance. A verbal announcement will be made prior to actually entering the suite.

A notice will be left at all times if either the suite or a bedroom was entered.

Logs documenting the identity of all authorized personnel, along with the location in which they worked, the date, and the nature of their work will be kept.