

APPROVED
by Order No. SRD-I-24-016
of 1 February 2024 of the Rector of
Vytautas Magnus University

VYTAUTAS MAGNUS UNIVERSITY
DESCRIPTION OF PROCEDURE FOR INSPECTION OF DORMITORY ROOMS

I. GENERAL PROVISIONS

1. Vytautas Magnus University Description of Procedure for Inspection of Dormitory Rooms (hereinafter referred to as the “Description”) is an integral legal act of Vytautas Magnus University (hereinafter referred to as the “University”) which determines the control procedure in the rooms of the University’s dormitories (hereinafter referred to as “Dormitories”) while checking how the residents of the Dormitories (hereinafter referred to as “Residents) use the premises provided to them, whether the premises are maintained and clean, how the University’s property is used, and whether Residents comply with fire safety and other requirements of the University and the legislation of the Republic of Lithuania.
2. The purpose of the Dormitory Room Inspection Procedure shall be to ensure the rational use of the University’s property, so that the University’s property is properly operated, maintained, protected, and preserved in both residential areas (rooms) and Residents’ common areas (corridors, showers, WCs, etc.) of the Dormitories and the University’s property therein.
3. Inspection of Dormitory rooms shall be carried out in accordance with the University’s Description of Procedure for Accommodation in Dormitories at Vytautas Magnus University, the Internal Rules of the Dormitories of Vytautas Magnus University, other internal legal acts of the Republic of Lithuania and the University’s, and this Description.
4. Inspection of Dormitory rooms may be carried out in accordance with the Dormitory Room Inspection Plan (hereinafter referred to as the “Scheduled Inspection”), initiated by the Student Affairs Department of the University (hereinafter referred to as the “SAD”) in coordination with VMU Student Representative Council (hereinafter referred to as the “SRC”) and the Dormitory Administration, or on an on-demand basis (hereinafter referred to as the “Unscheduled Inspection”).

II. ROOM INSPECTION

5. The Scheduled Inspection of Dormitory rooms shall be carried out by the Commission of Dormitory Room Inspection (hereinafter referred to as the “Commission”), consisting of at least three members delegated by the Administration of the Dormitory to be inspected, the SRC, and (or) the SAD, which shall have the right to enter Dormitory rooms according to the procedure laid down in advance: no later than 5

(five) working days before the start of the inspection of Dormitory rooms, the date of the inspection shall be announced on <http://apgyvendinimas.vdu.lt> and on the 1st floor of the Dormitories by posting a notice at the entrance.

6. The Unscheduled Inspection of Dormitory rooms shall be carried out in response to reasonable suspicions of the Resident of the Dormitory, the Council (hereinafter referred to as the “Dormitory Council), the SRC, or the University administration while performing a preventive inspection of the condition of the rooms of the Dormitories regarding the use of the property therein, order and hygiene, as well as compliance with fire safety requirements and other requirements of the University and the legislation of the Republic of Lithuania. The Unscheduled Inspection may be carried out at any time of the day or night without prior notice to the Residents of the Dormitory. The Unscheduled Inspection shall be carried out by a representative of the Administration of the Dormitory.

7. The persons carrying out Scheduled and Unscheduled Inspection of Dormitory rooms, taking into account the wear and tear and other conditions of a particular dormitory, shall assess the condition of the room and the property provided by the University (cases of breakage, damage, etc.), violations of order and cleanliness, deficiencies and defects as well as other violations of the University’s requirements and the legal acts of the Republic of Lithuania and shall record violations in the Dormitory Room Inspection Checklist Form (hereinafter referred to as the “Checklist Form”) (Annex 1).

III. INSPECTION PROCEDURE FOR PREMISES

8. The Commission shall have the right to enter the rooms of the Dormitories once it has presented the Accreditation Card of the Commission of Dormitory Room Inspection (Annex 2), and the representative of the Administration of the Dormitory has presented the employee’s ID card.

9. The procedure for the inspection of the room shall be the following:

9.1. The persons carrying out the inspection shall knock on the door of the Dormitory room and wait for the Resident to open it or allow it to be opened. If the door is not opened after 30 seconds, the persons carrying out the inspection shall have the right to enter the room by using a spare key;

9.1.1. at the request of the Resident, inspectors may give up to 1 minute before entering the room;

9.1.2. if it appears that the door of the room is intentionally locked to prevent the entry of the persons carrying out the inspection, or if the Resident refuses to allow the inspection of the premises, the persons carrying out the inspection shall record this fact in the Checklist Form and initiate the imposition of disciplinary measures.

9.2. Upon entering the premises, the Commission or the persons carrying out the inspection shall inspect and assess the condition (cases of breakage, damage, etc.) of the premises and any property provided by the University therein, as well as other breaches of order and cleanliness, if any, and record them in the Checklist Form, signed by one of the persons carrying out the inspection as a joint conclusion of all

persons who have carried out the inspection. The persons inspecting the premises shall be obliged to take visual records of the inspected premises and to submit them as an annex to the Checklist Form. Personal data (e.g., identity document, personal image) shall not be included in the photographs. The duration of the inspection of the Dormitory premises shall not be regulated.

9.3. The Dormitory Room Inspection Checklist Form shall be kept in the Dormitory until the end of the current academic year. The results of the inspection shall be presented orally to the Residents of the Dormitory who participated in the inspection by giving a copy of the Checklist Form with the recorded irregularities to one of the Residents of the room.

9.4. If the inspection was carried out in the absence of the Residents, the Residents shall be informed of the irregularities recorded by leaving a copy of the Checklist Form in a visible place in the room.

10. All Residents of the room shall be equally responsible for any irregularities recorded in the Checklist Form, except for those Residents who, for objective reasons (by providing evidence) could not be responsible for the occurrence of the irregularities, or a specific Resident was identified as being responsible for the irregularities.

11. In accordance with the results of the Checklist Form, the persons who have carried out the inspection may:

11.1. state that the Dormitory premises have not been properly maintained and inform the Residents to fix the irregularities by a specified date. The Unscheduled Inspection of the premises shall be carried out on a set date, taking into account the irregularities previously recorded in the Checklist Form;

11.2. recommend to the Director of the SAD to impose disciplinary measures on the Residents; to demand compensation for damages caused to the University, including, but not limited to, the provision of a cleaning service and/or the provision of new bedding for which the Resident is liable.

12. After the inspection of Dormitory rooms and in the case of any irregularities, the results and conclusions of the Dormitory Room Inspection Checklist Form, which propose to impose a disciplinary measure on the Residents, together with the visual material recorded during the inspection of the premises shall be presented to the Director of the SAD.

IV. ADOPTION OF THE DECISION ON THE RESULTS OF THE INSPECTION OF DORMITORY PREMISES

13. After the evaluation of the submitted visual material, the decision to impose disciplinary measures for the irregularities recorded in the Checklist Form shall be taken by the Director of the SRD, with the approval of the President of the SRC.

14. The Resident who disagrees with the decision made by the Director of the SAD, with the approval of the President of SRC, shall have the right, within 10 (ten) working days from the date of the decision, to apply to the SAD or the SRC with a reasoned request for a review of the decision to impose disciplinary

measures, providing, where appropriate, evidence (documents, etc.) as to why the decision should be reviewed. On the basis of the request, the Director of the SAD shall, with the approval of the President of the SRC, have the authority to change or annul the decision. After the expiry of the time limit, no complaints or claims from Residents shall be accepted and the decision shall not be subject to review or appeal.

15. If the Resident disagrees with the reconsidered decision on the imposition of disciplinary measures, he/she may appeal to the responsible Vice-Rector of the University within 10 (ten) working days from the date of the reconsidered decision. The decision of the Vice-Rector shall be final and not subject to appeal.

V. FINAL PROVISIONS

16. This Description, its amendments and/or additions shall be approved by an order of the Rector of the University.



Vytautas Magnus University Dormitory Room Inspection Checklist Form

Dormitory No. _____ Room No. _____

Date of Inspection _____

No	Inspected Subject	Residential room / entrance hall	WC, bathroom	Comments
		<i>Mark in case of violations</i>		
1	Cleanliness and hygiene	<input type="checkbox"/>	<input type="checkbox"/>	dirty/unclean floor, walls, ceiling, windows, windowsills, doors, sink, toilet bowl, mirror, shower cabin, refrigerator, dishes/deposit containers, beddings, curtains, etc.: Trash not taken out; smoking in the room, etc.:
2	Furniture	<input type="checkbox"/>	<input type="checkbox"/>	Moved / damaged furniture (table, bed, wardrobe, chairs, mirror, etc.) in the room, etc.
3	Devices	<input type="checkbox"/>	<input type="checkbox"/>	Deactivated fire alarm detector; sage of unauthorised devices on internet networks, microwave oven, heater, etc.
4	Occupied residence of another person	<input type="checkbox"/>		
5	Items that are prohibited to be kept and (or) used	<input type="checkbox"/>		animals, guns, psychoactive substances, etc:
6	Persons carrying out inspection were not allowed to enter the room	<input type="checkbox"/>		
7	Other	<input type="checkbox"/>	<input type="checkbox"/>	Repair works has been performed without a permission, etc:

RECOMMENDED CONCLUSION:

- Remark Warning Strict Warning Termination of Agreement for Accommodation
 Issuing a set of beddings Mandatory cleaning services Compensation for damages
 Additional inspection of the room _____

(date and time)

Disciplinary penalty shall be imposed on:

- all residents of the room
 specific resident(s) of the room: _____
 (name and surname)

Person who has carried out the inspection _____
 (name and surname) (signature)

Resident of the room _____
 (name and surname) (signature)

COMMENT:

!Note: Photographic or other visual evidence shall be taken when filling in the form!



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UNIVERSITETAS
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**VDU bendrabučių kambarių
patikros komisija**

**VMU Commission of Dormitory
Room Inspection**