

Northwestern  
Building Inspections  
Environmental Health and Safety

## Table of Contents

I. Purpose .....	2
II. Scope.....	2
III. Responsibilities .....	2
IV. Requirements.....	2
V. Recordkeeping .....	4
VI. Regulatory Authority and Related Information .....	4
VII. Contact.....	4
Appendix 1 – Residential Halls and “Opt-In” Greek Housing.....	5
Appendix 2 – “Opt-Out” Greek Housing .....	6
Appendix 3 – Non-Residential Buildings .....	7
Appendix 4 – Joint Building Inspections with City of Evanston .....	8

## I. Purpose

Building inspections are performed to identify and address hazards that are not in compliance with federal, state, or local regulations. This program establishes the process for identifying, documenting, reporting, and following up on safety and health corrective actions to ensure the safety of the Northwestern community and its visitors.

## II. Scope

This program applies to all Northwestern-owned properties, excluding research spaces (e.g., laboratories) within those properties.

## III. Responsibilities

### A. Environmental Health and Safety (EHS)

- i. Adhere to the requirements of this program.
- ii. Update this program, as necessary.
- iii. Perform safety and health building inspections to identify corrective actions.
- iv. Document and communicate building inspection reports to applicable parties, including building managers, house directors, and Facilities Operations.
- v. Facilitate city inspections and document and communicate corrective action reports to applicable parties.
- vi. Perform follow-up inspections to determine corrective action status and document and communicate reports to applicable parties.

### B. Northwestern Units and Departments

- i. Support and facilitate EHS and city inspections, as necessary.
- ii. Take necessary action and provide resources to address corrective actions.
- iii. Inform EHS of updates to building managers and building status (e.g., occupancy changes, renovations).

### C. Building Managers and House Directors

- i. Support and facilitate EHS and city inspections, as necessary.
- ii. Encouraged to attend EHS building inspections.
- iii. Take necessary action to address corrective actions.
- iv. Inform EHS of updates to building managers and building status (e.g., occupancy changes, renovations).

## IV. Requirements

### A. Types of Building Inspections

- i. Building inspection: Routine annual inspection.
- ii. Targeted inspection: Unplanned, non-routine, or requested inspection.
- iii. City inspection: City inspections facilitated by EHS and applicable departments or units.
- iv. Pre-occupancy inspection: Inspection conducted after new construction or renovation, prior to occupancy.

## B. General Procedures

- i. Buildings will be inspected once every twelve months or whenever additional inspections are warranted or requested.
- ii. When necessary, buildings may be inspected based on priority as determined by building type, occupancy status, and hazards:
  - a. Level 1 – Residential (i.e., dormitory, fraternity, sorority) buildings
  - b. Level 2 – Science and critical buildings
  - c. Level 3 – Medium to large buildings
  - d. Level 4 – Small buildings
  - e. Level 5 – Offline and underutilized buildings
- iii. Building inspections include, but are not limited to, common areas, stairwells, passageways, mechanical rooms, workshops, storage areas, loading docks, lavatories, janitorial rooms, kitchens, and exteriors.
- iv. In residential buildings, sleeping rooms are inspected upon request and during city inspections.
- v. When corrective actions are identified during inspections:
  - a. EHS will issue work tasks (WTs) for facilities-related corrective actions (e.g., plumbing, electrical).
  - b. EHS will issue non-WT corrective actions (e.g., housekeeping) to building managers or house directors with an associated due date.
  - c. Corrective action reports are communicated to building managers and/or house directors.
- vi. Follow-up inspections
  - a. Performed by EHS 90 days after the original inspection to determine corrective action status.
  - b. Corrective action follow-up reports are communicated to building managers and/or house directors.
- vii. Building inspection and follow-up workflows
  - a. **Appendix 1** - Residential Halls and “Opt-In” Greek Housing
  - b. **Appendix 2** - “Opt-Out” Greek Housing
  - c. **Appendix 3** - Non-Residential Buildings (e.g., administrative, education, research)
  - d. **Appendix 4** - Joint Building Inspections with the City of Evanston

## C. Americans with Disabilities Act (ADA) Corrective Actions

- i. When ADA-related corrective actions are identified during any type of building inspection, Northwestern’s Office of Equity will receive a report detailing each corrective action.
- ii. When ADA-related corrective actions are followed-up on, Northwestern’s Office of Equity will receive a follow-up report detailing the status of each corrective action.

## V. Recordkeeping

- A. Northwestern Environmental Health and Safety (EHS) will maintain all building inspection records, including any inspection reports provided by the city, and building manager lists in the Origami platform.
- B. Work task (WT) information is maintained in the Facilities Connect platform.

## VI. Regulatory Authority and Related Information

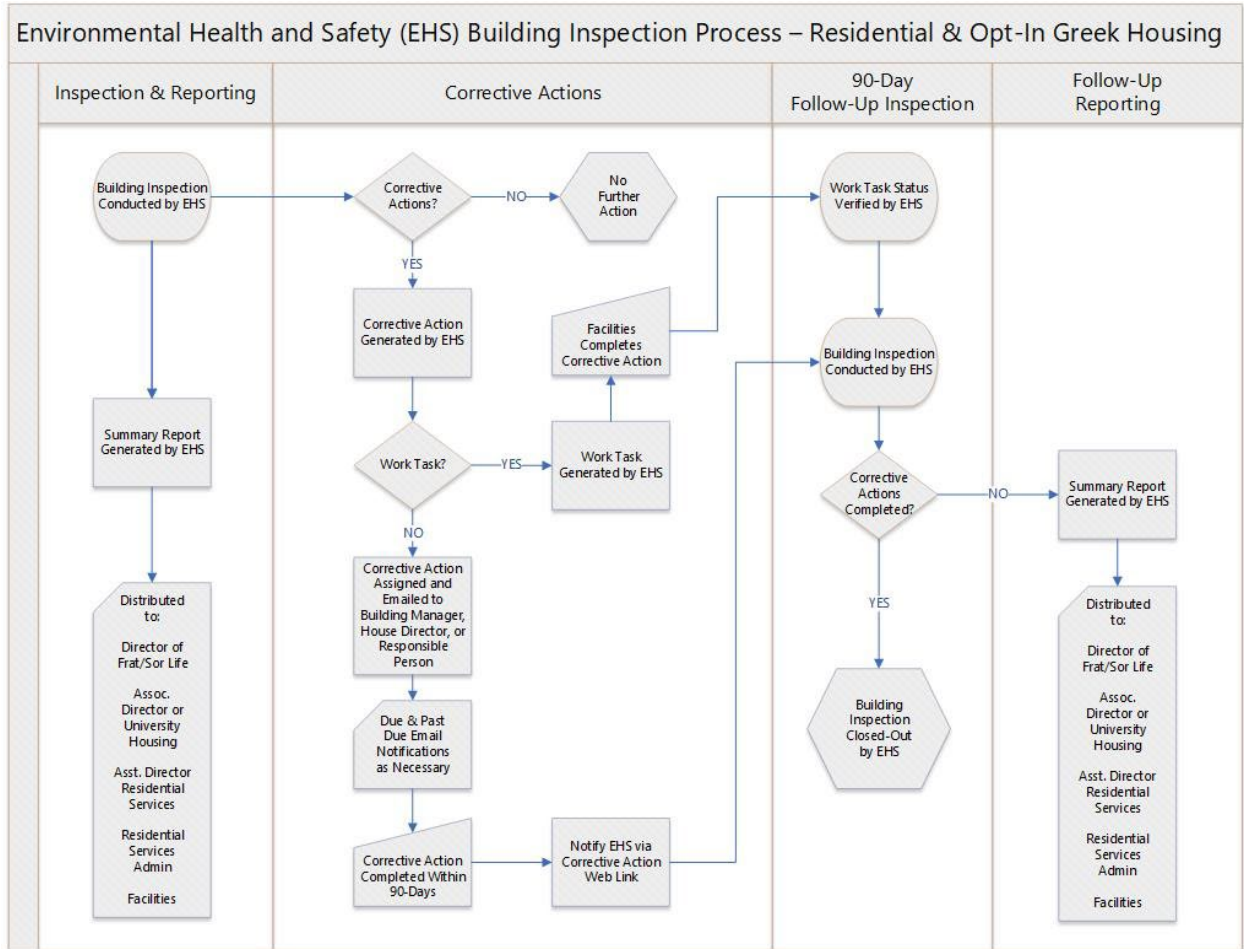
Northwestern will comply with the Occupational Safety and Health Administration's (OSHA) standards and any other applicable codes and standards, including:

OSHA 29 CFR 1910  
National Fire Protection Agency (NFPA)  
International Code Council (ICC)  
Local codes and ordinances

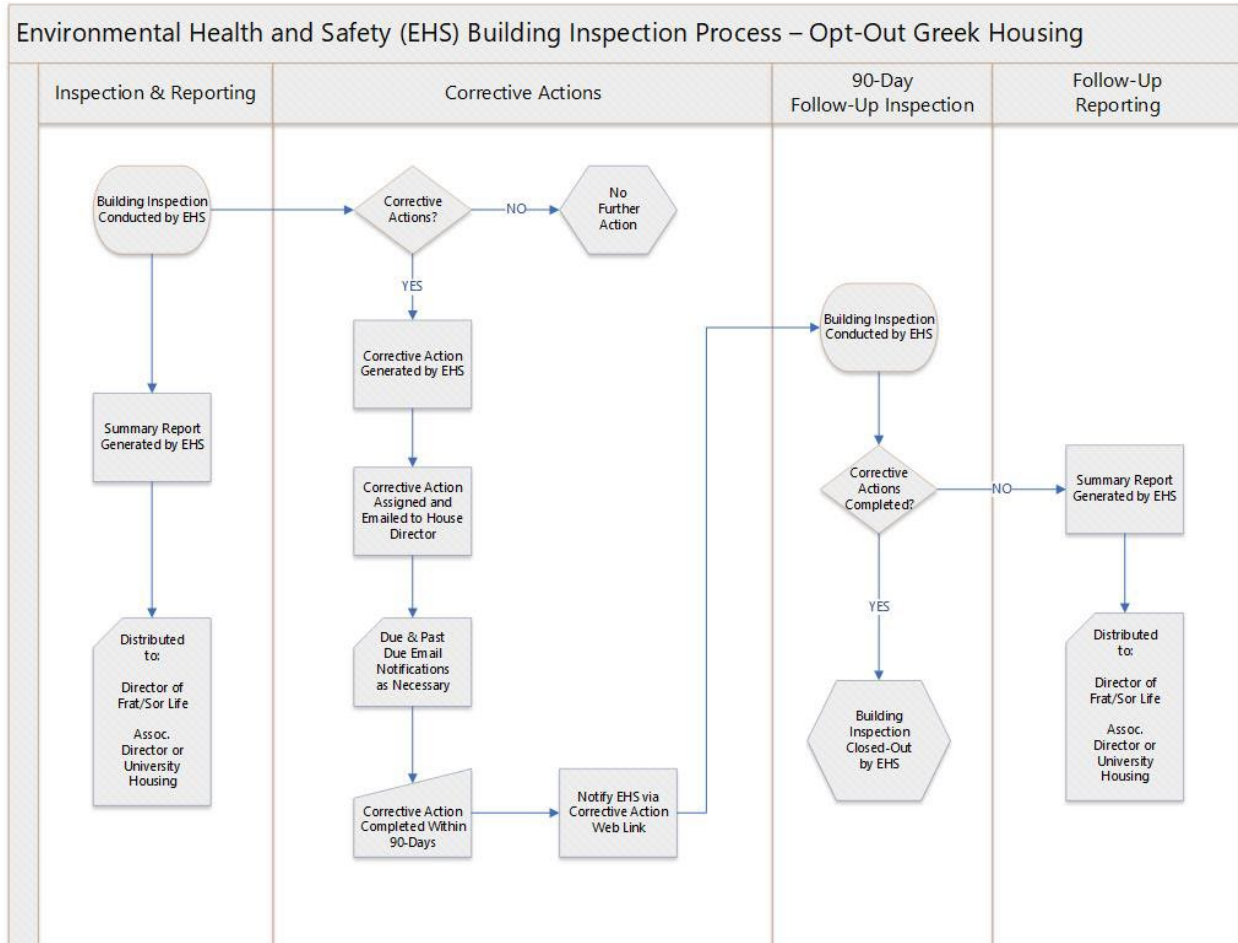
## VII. Contact

For questions contact Environmental Health and Safety at [ehs@northwestern.edu](mailto:ehs@northwestern.edu) or (847) 467-6342.

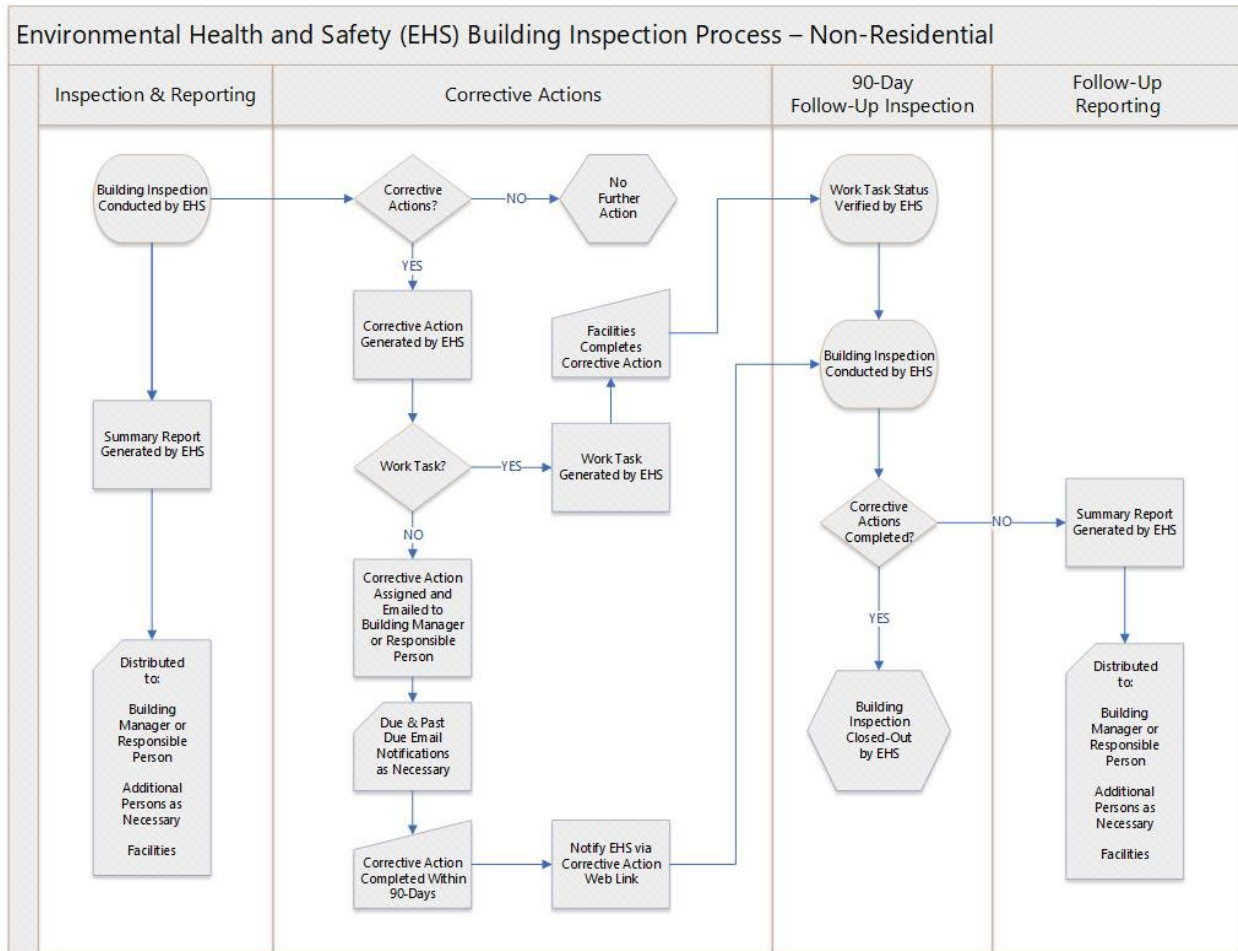
# Appendix 1 – Residential Halls and “Opt-In” Greek Housing



## Appendix 2 – “Opt-Out” Greek Housing



## Appendix 3 – Non-Residential Buildings





## Appendix 4 – Joint Building Inspections with City of Evanston

