

The purpose of these guidelines is to ensure the protection and safety of room occupants and other residents of the hall/house.

1. The loft is to be free standing, it can not be nailed, bolted, or otherwise permanently fastened to the walls, ceiling, floor or other permanently installed furniture in the room.
2. The wood must be either pretreated and stamped indicating that it is flame resistant material or dipped or coated with UL flame retardant that has been rated for a flame spread of 25 or less. All surfaces must be treated.
3. The construction must be thru-bolted or lag screwed, not nailed or glued. The loft must be structurally stable and capable of withstanding the normal stresses of the planned usage.
4. The construction does not restrict exit from the windows or doors of the room and windows and room door are totally operable.
5. The construction does not interfere with access to heating/ventilating units, plumbing, electrical outlets, or other fixed items in the room. Existing fixtures (drapery rods, telephone jacks, blinds, etc.) are not to be removed, relocated, or modified.
6. There is no change in the permanently installed electrical system and electrical wiring nor is it included in or attached to the loft construction.
7. The loft is not enclosed in anyway including drapery, beds, wallboard, fishnet, etc.
8. The construction places the support surface for the mattress 38 inches or more from the ceiling. The top of the mattress or other sleeping surface must be 32 inches or more from the ceiling.
9. Construction materials are not stored in corridors, stairwells, or any public area and debris must removed from the building in a timely manner and placed in proper waste containers.
10. Persons performing construction in student rooms assume full responsibility for any damages to the room or the premises.
11. All beds, bed springs, wardrobes, chairs, and desk provided by Marietta College must remain in the room. These items must be in the room in their original condition and position at check-out time.
12. Lofts must be removed when the student checks out of the residence hall and cannot be stored at the College when not in use.

AUTHORIZATION PROCEDURE

1. Written plans must be submitted to the Director of Residence Life PRIOR to beginning loft construction. Plans must include loft dimensions, descriptions of all materials used, and construction specifications.
2. Once constructed, the loft must be inspected and approved by a member of the Physical Plant staff. You must make arrangements for inspection through your Resident Director. Lofts that do not meet the approval of Physical Plant must be removed or brought up to standard immediately.
3. The student must complete and sign the form below that states that you agree to abide by the listed criteria and procedures. You also release Marietta College from liability due to injury or other damages. This form must be signed by all the students living in the room and must be updated every academic year at the Office of Residence Life. This form is available by contacting the Department of Residence Life.

I have read, understand and agree to abide by the Marietta College Loft Construction Guidelines. I understand that if upon inspection by an college representative, my loft is found to be in violation of these guidelines, the loft must be removed or brought up to standard immediately. Further, I release Marietta College from liability due to injury or other damages related to the loft and its construction and or use.

Please Type or Print:

Signature: _____

Date: _____

Name: _____

Hall and Room #: _____

Campus Mailbox: _____

Campus Extension: _____

Roommate(s) Signature

Signature: _____

Date: _____

Signature: _____

Date: _____

Office Use Only:

Approved Not Approved

Signature: _____

Title: _____

Date: _____