

FAS Physical Resources
Student Room Temporary Partition Policy

For the protection of student life safety and University property, the altering of any room by the installation of a temporary partition without prior authorization from the House Superintendent is strictly prohibited.

It is the responsibility of the House Superintendent to have knowledge of the following regulations and to apply them to all students who request to install a temporary room partition. Any questions about interpreting the regulations should be referred to the FAS Office of Physical Resources.

1. Students wishing to install a temporary partition must first submit to the Superintendent a floor plan showing the location of partition, size of the temporary partition, and detailing the materials and method of construction. Before construction can begin, students must obtain the signature of approval of the Superintendent.
2. The House Superintendent will review the plan and visit the room to determine the following:
 - That fire doors, window exits, and fire escapes are not blocked or interfered with in any way.
 - That the partitioned area contains adequate electrical circuits and phone and data jacks. No wiring will be allowed in the proposed temporary partition, or over it, under, or through it. Each partitioned area must have at least one electrical outlet. Students must pay for a Harvard electrician to install or move electrical circuits if necessary.
 - An additional system operated smoke detector must be installed (if appropriate) and the student will be billed the cost of installation.
 - That the construction of a temporary partition does not, in any way, block the operation of sprinklers (if relevant).
 - That the student requesting the temporary partition utilizes a licensed carpenter (approved by the Superintendent) to perform the work at the student's expense.
 - That the temporary partition be made of the following materials: 3 5/8 inch metal track studs (top and bottom), 3 5/8 inch studs set 16" on center, 5/8 inch fireproof wallboard, such as gypsum, sheet rock, or paneling made of a flame retardant with a rating of 25. Individual Houses may elect to require specifications that exceed the minimum outlined above.
 - That the temporary partition is bonded to the ceiling, floor and existing walls, using wedges ONLY. No nails, screws, strapping or cement may be used to affix the partition to the existing walls.
3. Upon completion, new temporary partitions will be inspected for safety and approved by the House Superintendent. Deficiencies must be corrected at once; those not meeting the above specifications must be removed immediately.
4. All temporary partitions must be removed at the end of the school term by the responsible student(s). If the students who plan to occupy the room the following year wish to have the temporary partition remain, permission may be granted by the Superintendent to leave the temporary partition in place. This decision must take into account summer school and Alumni housing requirements. All other temporary partitions must be dismantled and removed from the building by the student at the end of the school year. Students leaving a temporary partition in their room without the explicit written permission of the Superintendent and the House Office will be term billed \$300 per partition.

We the undersigned have read and accept the provisions of this policy.

Name: _____ Room: _____ Date: _____ Name: _____ Room: _____ Date: _____

Name: _____ Room: _____ Date: _____ Name: _____ Room: _____ Date: _____

1. Review and Approval of Floor Plan

Superintendent: _____ Date: _____

2. Review and Approval of Completed Construction

Superintendent: _____ Date: _____