

Global Experience Office

Off Campus Accommodations Assessment

Prior to entering into any formal agreement for, or occupation of, physical space/accommodations (the "Accommodation") as a Project Center in the Global Projects Program, the Project Center Director, GEO staff member, or other designated WPI affiliate (i.e. Local Coordinator, Program Provider, etc.) with authority over that Project Center, must complete this survey and send COMPLETED forms to the GEO. Your responses will be reviewed, and if necessary, a follow up meeting will be scheduled, if more information or clarification on any points is required. Please complete all questions to the best of your ability. The intent of this form is not to provide an exhaustive risk analysis for housing but rather it is to provide a framework for choosing the best housing available while taking into consideration factors of risk, accessibility and comfort level.

Part One: Contact Information	
Name of Assessor:	
Relationship to Project Center:	
Date of Assessment:	
Date of previous assessment (if applicable)	
Property Name:	
Mailing Address:	
City/Country/Postal Code:	
Main Telephone Number:	
Fax Number:	
Primary Contact Name:	
Primary Contact Phone:	
Primary Contact Email:	
Billing Contact Name (if different than primary):	
Billing Contact Phone:	
Billing Contact Email:	
Part Two: General Overview	
Have you checked reviews online (if available)? Yes/No	

<ul style="list-style-type: none"> Comments: 	
Type of Property (Yes/No):	
Bed and Breakfast	
Homestay	
Hotel	
Self-Catered Apartment	
Student Residence	
Will all students be housed in the same building, or buildings within walking distance of each other? (yes/No)	
Number of floors in building:	
On which floors will students be housed?	
Total number of guest rooms:	
Expected roommate layout (pairs, threes, fours, other):	
Will every student have their own bed? (Yes/No)	
Are any beds located in common living spaces (i.e. living rooms or common space)? (Yes/No)	
<i>If Yes, please contact GEO to discuss sleeping arrangements in further detail.</i>	
Are single rooms available? (Yes/No)	
If Yes, is there an extra cost? (Yes/No)	
Are locks available on all bedroom and bathroom doors? (Yes/No)	
Can gender inclusive (mixed-sex) rooms be accommodated at this location? (Yes/No)	
If Yes, are locks available on bedroom doors? (Yes/No)	
If Yes, are locks available on bathroom doors? (Yes/No)	
Can a ground floor (no stairs) room or apartment be secured? (Yes/No)	
Can a room or apartment with air conditioning be secured? (Yes/No)	
Can a room or apartment without carpet be secured? (Yes/No)	

Will there be other non-WPI guests living at the property at the same time as our group? (Yes/No)	
If Yes, please describe who they are and the proximity of our students to other guests at the property (shared common areas, shared kitchen, shared bathroom, etc.)	
Part Three: Location	
While there is no such thing as a 100% "safe" location, best practice is to avoid accommodations located adjacent to high-profile targets such as foreign embassies, government offices, landmarks, train stations, bus stations, stadiums, etc. These often-crowded locations are also usually a place of frequent demonstrations and high crime, especially pick-pocketing, robbery, and assaults. If you want, the GEO can look into the relative safety of neighborhoods you may be contemplating as sometimes the U.S. Department of State has information about crime in certain locations.	
Type of Neighborhood (Yes/No):	
Business District	
Campus	
Urban	
Rural	
Suburban	
Other:	
Is there easy access to public transportation from the property? (Yes/No)	
Mode of transport available (bus, metro, etc):	
Walking distance from housing (in minutes):	
Can students hail taxis easily on the street? (Yes/No)	
Is there a suggested taxi service? (Yes/No)	
If Yes, please provide contact info:	
Please check the services that are available within walking distance of the property (under 10 minutes):	
Pharmacy	
Grocery	
Post Office	
ATM	

Café	
Other	
Can students travel by foot after dark? (Yes/No)	
Did you verify relative safety of neighborhood? (i.e. through local police, trusted in-country contacts, U.S. Embassy, online reports/reviews, etc.) (Yes/No)	
<ul style="list-style-type: none"> Safety of neighborhood- Sources used and comments: 	
Did you verify relative safety of bordering neighborhoods? (Yes/No)	
<ul style="list-style-type: none"> Safety of bordering neighborhood - Sources used and comments: 	
Are there any areas of the neighborhood where students should not visit (park, plaza, beach, etc.)? Please describe where these locations are, and why students should avoid them:	
Are there any concerns regarding animals in the accommodation or surrounding area (pets, pests, stray or wild animals)? Please describe:	
Part Four: Features and Accessibility	
Are guestrooms fully furnished? (Yes/No)	
Please identify access to the following in the guestroom (Yes/No):	
Stovetop	
Oven	
Microwave	
Refrigerator	
If No to any above, please indicate other access to these amenities:	
Are laundry facilities available at the property? (Yes/No)	
If Yes, please describe the laundry (coin-operated, washing machine only, etc):	
If No, how close is the nearest laundry facility? Please indicate the cost.	

Are cleaning services provided in the guestrooms? (Yes/No)	
If Yes, how frequently are rooms cleaned?	
Are linens (towels and sheets) provided? (Yes/No)	
Are pillows provided? (Yes/No)	
Are blankets provided? (Yes/No)	
Is there adequate and reliable internet access? (Yes/No)	
If Yes, is the internet wired or wireless? Is there an additional cost?	
Are there concerns for adequate and reliable power (generators, government control, brownouts, etc.)? (Yes/No)	
If Yes, does the property have a response plan in place? Please describe:	
Is the water potable? (Yes/No)	
If No, do students have adequate access to drinking water? Please describe:	
Is there hot water in the kitchen area? (Yes/No)	
Is there hot water in the bathrooms? (Yes/No)	
Are there screens on the windows of guestrooms and public areas? (Yes/No)	
Is the property smoke-free? (Yes/No)	
If Yes, are smoking policies clearly posted? (Yes/No)	
Does the property contain (check all that apply):	
Pool	
Fitness Center	
Restaurant	
Other	
If Other, please note:	

Is the property wheelchair accessible? (Yes/No)	
Is there an elevator? (Yes/No)	
If Yes, do elevators have an emergency alarm or communication system? (Yes/No)	
Is there an ADA accommodated bathroom and shower? (Yes/No)	
Are there any concerns related to accessibility at this location? Please describe:	
Other important features to mention about the property?	
Part Five: Safety and Security	
<p>WPI depends on its Center Directors and Program Leaders to source safe, accessible and appropriate accommodation for its students. Please consider the following guidance when selecting appropriate accommodation for WPI students from a safety and security perspective.</p> <ul style="list-style-type: none"> • Is the outside of the property, including entrances and exits, well-lit? • Does the area around the building appear to be clean and safe? • Is there a 24/7 security guard or concierge? When you have a receptionist/doorman 24/7, you can sleep better knowing that unwanted guests are being greeted at the door and turned away. • Is the front door always locked? • Are latches and locks to all guestrooms functional? • Are there security cameras? Where are they located and how long is the footage saved? • Consider how security, cleaning, and other staff who may interact with WPI students are hired and vetted. • Have you read the accommodation information regarding security concerns and limits to liability against theft of guest valuables, in-room safes? 	
Does the facility have safety features (i.e. functioning locks on doors and windows, safe in a bedroom etc.?)	
Comments:	

What concerns have you related to safety and security for this property?

Part Six: Fire Safety

Think Fire Safety

Please consider the following guidance when selecting appropriate accommodation for students from a fire safety perspective:

- Is the property address clearly visible from the street to assist with emergency response?
- Does the property have a fire emergency plan (including evacuation assembly areas)? Is it posted in public areas?
- Are there at least two ways out from any level or floor of the building? And if so, is the second exit clear of obstruction, accessible to students and well maintained?
- Does at least one window in all guestrooms open without barrier (bars, etc.)?
- Is there an outdoor fire escape for students housed above the first floor? If not, will a portable fire escape ladder be effective in an emergency?
- Are the property's smoke detectors, sprinklers, fire extinguishers and fire alarms in proper working order? Consider asking the building manager when the last time the equipment was checked. Do you need to consider purchasing portable smoke detectors for the group?
- For properties where gas, oil, wood, or other fuel is being used for heating or cooking, are carbon monoxide detectors visible and in proper working order?
- Does the electrical wiring seem to be well maintained and in working order?

Does the feature have fire safety features (i.e. smoke detectors, fire escapes, extinguishers, or sprinklers)?

Comments:

Are there any concerns related to fire safety? (i.e. faulty electricity, etc.)

Part Seven: Summary

Are there any other details that you feel are important to share with students about this property and the surrounding location?