

Guidelines for Loft Construction & Loft Registration Form

Olivet College Housing Office – (269) 749-7611
Fax # - (269) 749-6664

Although a loft is a convenient space saving idea, it can become a dangerous hazard if not properly constructed and maintained. Lofts are permitted in Olivet College residence hall rooms, provided that certain safety regulations are followed. Please read the following regulations carefully and be sure that your loft meets these requirements. The bottom portion (Loft Registration Form) must be submitted to the Housing Office in order to gain permission to have a loft. Loft construction must be completed and registration forms must be turned in by the end of the first full week of October (in the fall semester) or the first full week of February (in the spring semester). Failure to register your loft or to comply with construction regulations may result in Community Standards action, including but not limited to the possibility of having to permanently remove the loft. Lofts will be inspected by a Resident Director for approval.

Requirements for Loft Construction:

1. The loft must be constructed using bolts, screws, and/or other removable fasteners. Nails or staples are not permitted.
2. The structure must be free-standing. Any loft must be entirely self-supporting and shall not be attached to or supported by any part of the structure of the room or the furnishings within.
3. The structure must be open at the top. Enclosed top areas create a fire hazard. In addition, the top of the mattress must be at least thirty (30) inches from the ceiling.
4. No part of the loft structure may block any window or door.
5. Lofts must be inspected and approved by a Hall Director.
6. The student named on the registration form is responsible for the loft. All loft structures must be disassembled and removed when the student named on the registration form moves out of the room, unless another student in the room agrees to take over responsibility for the loft. This student must complete a new registration form. All loft structures must be disassembled and removed by the deadline set by the Housing Office prior to the end of the year.

For your own safety, you may also wish to purchase an ABC fire extinguisher and/or a smoke detector for your room.

Please contact the Housing Office, located in the lower level of Dole Hall, if you have further questions.

Olivet College accepts no responsibility whatsoever for the safety of private lofts.

Loft Registration Form

Please complete this section and return it to the Housing Office.

Name _____ Date _____

Building & Room # _____

For Office Use Only

Approved by: _____ If not approved, why? _____

Date: _____ _____

Revised: 04/07