

MAINTENANCE & CHAPTER RESPONSIBILITIES

It is the ultimate responsibility of the alumni and volunteer corporation to ensure that the property it owns/manages is properly maintained. Proper maintenance means a sanitary, structurally sound, regularly inspected, safe facility. In addition, a properly maintained chapter facility is one that improves and expands as the chapter grows.

Of course, the undergraduates share responsibility for proper house maintenance. The chapter should be responsible for house cleanliness, and individuals should be responsible for paying any damages for their actions. Many alumni and volunteer corporations require a damage deposit from members living in the chapter facility. Alumni and volunteer corporations should also have tenants sign leases and membership agreements holding them responsible for their financial obligations, behavioral responsibilities, and other actions while living in the facility.

The chapter's house manager is responsible to ensure that members are assigned weekly duties that guarantee the cleanliness of the bathrooms, kitchen, and all common areas inside and outside the facility. These duties should be assigned equally to all members living in the chapter facility. The house manager is also responsible for purchasing and storing house supplies such as toilet paper, cleaning detergents, mops, and brooms, etc. The house manager is a member of the vice president of finance's cabinet.

HOUSE MANAGER (UNDERGRADUATE)

- Work with the alumni and volunteer corporation to ensure the facility meets all health and fire codes.
- Post a "to do" list outlining each member's obligation to help keep the facility clean.
- Post a "to fix" list that members can add to easily.
- Coordinate repairs.
- Ensure facility is closed properly for all vacations.
- Charge members who damage property 150% of replacement value.