

OPENING THE HOUSE FOR THE FALL

The time before students move into the property is important as the appearance of the chapter house will help dictate how the students treat the property. A property that is clean and well-maintained will be treated better by students than a property that already appears in disrepair. The following checklist should be reviewed by the alumni and volunteer corporation before undergraduates move in for the fall term. Make sure that the boiler, sprinklers, and all other items that need to be inspected have been. Make sure the certificate of occupancy is in order. And, meet with the executive board and the undergraduate house manager to review the rules for the property.

Your primary duties are to ensure that the property is well managed and well maintained. Following a protocol of procedures will help ensure the smooth operation of the property. The key event that sets the direction for the operation of the facility is opening the house each year. The main task is to organize and schedule the jobs that will be done before opening the house. The best way to accomplish these jobs is through the use of this checklist.

OPENING THE CHAPTER HOUSE

- Property inspection complete.
- Signed lease agreements are collected for all tenants.
- Signed membership agreements are collected for all tenants.
- Damage deposits are collected for all tenants.
- Keys are on hand for disbursement.
- Meet with all chapter officers to review rules for year.
- House rules and chapter standards are posted.
- Safety rules and emergency procedures are posted.
- All equipment is in working order.
 - HVAC/boiler is operational.
 - Plumbing is operational.
 - Electrical system is operational.
 - Telephones are operational.
- House is clean and ready for occupancy.
- Cleaning supplies are stocked.
- Lights are operational inside and outside.
- Grounds maintenance is complete and house is serviced by exterminator.
- Personnel are hired and scheduled (if applicable).
- All safety equipment is checked and in working order.
 - Exit lights are operational.
 - Fire extinguishers are operational.
 - Sprinkler system is operational.
 - Additional fire suppression system in kitchen is operational (if applicable).
- Health inspections are complete.
- Fire inspections are complete.
- Summer repairs and projects are complete.