



Opening Your Chapter House and Preparing for a New School Year

As you prepare for a new school year, there are several things that should be done to ensure the property is ready to serve the chapter for another year:

- Ensure all summer project work is complete and done so to your satisfaction, remembering to collect any warranty and operational documentation. Schedule an owner meeting with contractor to go over all new equipment and systems, if applicable (recommend appropriate staff and chapter leadership be included).
- Check all rooms and areas of the house to determine condition so that you are ready for move-in and collecting deposits. You should have a move-in form ready for each room and have the tenants sign it.
- Clean all areas of the house and inspect all areas for any sign of problems such as mold, mildew and insect or vermin damage.
- Ensure emergency numbers, evacuation routes, and house rules are posted and emergency exit signs and lighting are functioning.
- The outside of the house should be inspected and cleaned (including gutters). Any landscaping maintenance should be addressed.
- Check interior and exterior lighting and all external doors to ensure proper security of the property.
- Complete semi-annual maintenance of your boiler, hot water heaters/boilers and HVAC equipment.
- Kitchen vent hoods should be cleaned, as well as the grease trap, and health inspection completed, if applicable.
- All fire suppression systems and fire extinguishers should be inspected and serviced.
- Have all fireplaces and chimneys cleaned (we do not recommend their use though).
- Have the house serviced by exterminator.
- Have all kitchen equipment cleaned and repaired as needed.
- Have an electrician inspect the electrical system for damage, including all switches and wall sockets.
- A plumber should inspect the plumbing system and complete any repairs.
- Check sump pumps (if applicable) in basement and mechanical room areas to ensure in good condition and functioning.
- Check inventory of kitchen and cleaning supplies and paper products (including toilet paper), and restock as needed.
- Ensure cook, if applicable, has put in first food order for the semester and done proper meal planning.
- Meet with all staff, if applicable, and collegiate leadership to go over calendar for the school year and house operations.