



## **Preparing Your Chapter House for Winter Break**

As you prepare for winter break, there are several things that should be done to make sure the property is protected while vacant:

- Check all rooms and areas of the house to determine if security deposits should be returned or kept to pay for damages for anyone who will not be back for the spring semester/quarter.
- Ensure all non-essential appliances and electronics have been unplugged in resident rooms and common areas.
- All windows and resident rooms should be inspected and locked.
- Clean all areas of the house and make sure all food has been removed or properly stored. Be sure all trash is removed from the property.
- The outside of the house should be inspected and cleaned (Including gutters). If your property is in an area where snow is possible you should be sure your snow removal contractor knows your expectations. At a minimum all walkways should be kept clear and part of your parking area cleaned, if applicable.
- Check exterior lighting and all external doors to ensure proper security of the property and close blinds\drapes on first floor. Be sure that any holiday decorations and lights the Chapter may have installed are removed. Set timers for external lights from dusk to dawn.
- The university police and/or local police should be notified whether anyone should be or will be at the property during the winter break. Ask them to patrol regularly if possible.
- An alumnus or responsible other party have access to building and check the property at least weekly.
- HVAC system should be inspected and serviced. Heat should be maintained at a minimum temperature of 60 degrees and confirm that heat registers are not blocked.
- Ensure combustible materials are safely stored and not in mechanical rooms, i.e. near the hot water heater and HVAC system.
- Leave the doors to cabinets that contain water lines open (kitchen and bathrooms), especially those on an outside wall, as this will allow heat to enter the area.
- Water to exterior area of the building should be shut off and drained. Sprinkler system for yard, if applicable, should be drained and winterized (by no later than November).
- You should plan to have the kitchen vent hoods and grease trap cleaned.