



## CHAPTER HOUSE OPERATION AND CONDITION CHECKLIST

This checklist is intended to help you implement and maintain operation and condition standards for your chapter house. This checklist should be completed a minimum of two times per semester by a housing corporation chair, chapter advisor, or collegiate housing chair.

Operations Standards	YES	NO
<b>1. Market Rate Rent:</b> a. Is the rent charged by the chapter equal or greater than the rent that the university charges for a dorm room?		
<b>2. Written Contracts:</b> a. Is there lease agreement with each individual in the house?		
<b>3. Parlor Fees:</b> a. Is there a charge for members not living in the house so they can contribute for their use of the chapter house?		
<b>4. Damage Deposit &amp; Inspection Sheet:</b> a. Is there a move-in/move-out policy and documentation?		
<b>5. Minimum Occupancy:</b> a. Does the chapter house have a minimum occupancy standard?		
<b>6. Live-in Requirement:</b> a. Is it a membership requirement that members live in the house?		
<b>7. Housing Chair:</b> a. Does the house have a designated housing chair?		
<b>8. Flat Rate:</b> a. Does the housing corporation charge a flat annual rate to the chapter?		

Condition Standards	Yes	NO
<b>1. Storage Areas:</b> a. Are the Storage areas organized?		
<b>2. Common Areas:</b> a. Are the halls free from obstructions?..... b. Are the burnt out light bulbs replaced?..... c. Are the floors clean: vacuumed, mopped, and swept? ... d. Is the furniture's appearance clean: not broken, ripped, or worn out?..... e. Are there "no smoking" signs posted in the house?.....	_____ _____ _____ _____ _____	_____ _____ _____ _____ _____

<p><b>3. Kitchen:</b></p> <ul style="list-style-type: none"> <li>a. Is the floor clean?.....</li> <li>b. Is the kitchen counter clean?.....</li> <li>c. Are all the appliances working?.....</li> <li>d. Is there old or moldy food in the refrigerator?.....</li> <li>e. Is the pantry neat and organized?.....</li> </ul>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p><b>4. Bathrooms:</b></p> <ul style="list-style-type: none"> <li>a. Are the floors Clean?.....</li> <li>b. Are all the toilets clean?.....</li> <li>c. Are the shower stalls clean?.....</li> <li>d. Are all of the water fixtures working properly with no leaks?.....</li> <li>e. Is the facility with out damages?.....</li> </ul>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p><b>5. Landscaping:</b></p> <ul style="list-style-type: none"> <li>a. Is the lawn mowed?.....</li> <li>b. Is the lawn green without brown spots?.....</li> <li>c. Are the weeds pulled?.....</li> <li>d. Is the litter picked up?.....</li> <li>e. Do the plants and trees appear healthy?.....</li> <li>f. Are the trees and bushes well groomed?.....</li> </ul>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p><b>6. Exterior Building:</b></p> <ul style="list-style-type: none"> <li>a. Is the roof leak free?.....</li> <li>b. Is the appearance of the building clean?.....</li> <li>c. Are the exterior structures in safe working order?.....</li> <li>d. All windows in good condition with none boarded or broken?.....</li> <li>e. No loose or missing gutters, downspouts, or shutters?....</li> </ul>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p><b>7. Electrical:</b></p> <ul style="list-style-type: none"> <li>a. All wires in place with none exposed?.....</li> <li>b. Are the circuits correctly fused?.....</li> <li>c. Are the covers in place with none broken?.....</li> <li>d. Is there a “No Multiple Plug” policy?.....</li> <li>e. Date of last electrical inspection? _____ / _____ / _____</li> </ul>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p><b>8. Plumbing:</b></p> <ul style="list-style-type: none"> <li>a. All plumbing is functional with no clogs or leaks?.....</li> <li>b. Date of last fire sprinkler inspection? _____ / _____ / _____</li> </ul>	<p>_____</p> <p>_____</p>	<p>_____</p> <p>_____</p>
<p><b>9. Furnace, Hot Water Heater, &amp; Air conditioner:</b></p> <ul style="list-style-type: none"> <li>a. Is the furnace and hot water heater free of combustible materials: paper products, furniture, etc?.....</li> <li>b. Is the furnace’s filter clean?.....</li> <li>c. Are all covers in place?.....</li> <li>d. Has the equipment been inspected in the last year?.....</li> <li>e. Date of last inspection? _____ / _____ / _____</li> </ul>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

