

James R. Favor & Company

PROTECTING YOUR CHAPTER FACILITY OVER SUMMER BREAK

PRE-BREAK

		Date Completed
PLANNING	Description	Date
Room Checks	Perform room checks and process security deposit returns per lease agreements.	
Property Check	Arrange for a daily check of the property. Ask a responsible alumnus/alumna or hire a property management company.	
Summer Lease Agreements	If members will live in the facility over the summer, have them sign lease agreements for the specific time frame of occupancy.	
Non-member Occupancy	Contact James R. Favor and Company if someone other than your members will be occupying the facility over the summer.	

COMMUNICATION	Description	Date
Local Authorities	Notify local authorities if the facility will be unoccupied. Provide them with contact information for someone from your house corporation in case there is an emergency. Ask campus and local police to increase patrols in your area to deter burglars and vandals.	
Utility Companies	Contact utility companies to ensure proper contact information is on file. Address any special needs.	
Mail and Delivery Service	Suspend mail and delivery service to the building.	
Host Institution	Share house corporation summer contact information with your host institution.	
Neighboring House Corporations	Provide neighboring house corporation contacts with your contact information. Work together to keep an eye each others' facilities or share the cost of hiring a property management company for the period of unoccupancy.	
Alarm Monitoring Companies	Update contact information with alarm monitoring companies and keep alarm service active during break.	

WEATHER	Description	Date
HVAC Settings	Set air conditioning to 85 to prevent mold and mildew.	
Secure Outdoor Items	Prepare for high wind, rain and strong storms. Ensure exterior items are locked, closed up and/or stored inside.	
Disaster Planning	Plan for a hurricane, if in an applicable area. Visit www.nhc.noaa.gov for more information.	
Gutters & Downspouts	Clean and inspect gutters and downspouts to ensure proper water drainage away from the building during heavy rain.	

FIRE SPRINKLERS AND ALARMS	Description	Date
Test Detection Systems	Test all fire alarm and detection systems before locking up.	
Keep Detection Systems Active	Keep all detection and fire prevention systems active during the break.	

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DURING BREAK

		Date Completed
MAINTENANCE	Description	Date
Wiring, Electrical Cords and Plugs	Check for wear or damage. Replace if necessary.	
Roof	Hire a professional to complete an inspection of the roof and address concerns.	
Water Heater	Flush out hot water to remove accumulated sediment.	
Outdoor Irrigation	Inspect and repair outdoor sprinkler and irrigation systems. Store hoses, secure outdoor water spigots / house bibs with locks.	
Interior Water Supply	Turn off interior water supply ONLY if it will not affect the sprinkler system (if present).	
Windows	Caulk and seal windows to prevent water seepage.	
Sump Pump	Ensure sump pumps are operating properly.	
Kitchen	Thoroughly clean kitchen, kitchen appliances and kitchen fire suppression system.	
General Cleaning	Perform general cleaning inside and out, ensuring removal of all trash and debris.	

SCHEDULE ANNUAL INSPECTIONS	Description	Date
Emergency lighting and exit signs	Ensure all systems are in good working order and any necessary repairs are made prior to reopening in the Fall.	
Fire / smoke detection systems	Contact a licensed contractor to perform these important inspections.	
Fire extinguishers		
Automatic sprinkler system		
Kitchen exhaust / fire suppression system		
HVAC system		

SECURITY	Description	Date
Locks	Check and secure locks, ensure dead bolts are in place.	
Exterior Lighting	Ensure all exterior lighting is operable.	
Exterior Maintenance	Keep exterior maintained to discourage vandalism and demonstrate people are checking on the property or occupying it.	

We encourage you to visit our website and print out a copy of our complete
[Fraternity / Sorority Risk Management Survey](#)
and conduct a complete walk-through on your own.