



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
1. Market Rate Rent: a. Is the rent charged by the chapter equal or greater than the rent that the university charges for a dorm room?		
2. Written Contracts: a. Is there lease agreement with each individual in the house?		
3. Parlor Fees: a. Is there a charge for members not living in the house so they can contribute for their use of the chapter house?		
4. Damage Deposit & Inspection Sheet: a. Is there a move-in/move-out policy and documentation?		
5. Minimum Occupancy: a. Does the chapter house have a minimum occupancy standard?		
6. Live-in Requirement: a. Is it a membership requirement that members live in the house?		
7. Housing Chair: a. Does the house have a designated housing chair?		
8. Flat Rate: a. Does the housing corporation charge a flat annual rate to the chapter?		

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

