



## Housing Day Planning Guide

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Thank you for participating Tau Kappa Epsilon's International Housing Day. The continued maintenance of our houses is essential in maintaining a safe environment that people want to live in. Questions regarding the Housing Day should be sent to Housing Coordinator Tyler Baker either by email ([tbaker@tke.org](mailto:tbaker@tke.org)) or phone 317-872-6533 x 235. Additional housing resources may be available through the housing section of TKE's website.

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## PLANNING GUIDE

This guide should assist in creating a plan for your housing day. This event should be viewed as an opportunity to improve your alumni relations, create pride of the chapter house, and work on needed repairs or improvements.

### Important Dates

#### **On or before June 31st**

- ∇ The Chapter or House Corporation must have their event registered.

#### **2 Weeks after you register**

- ∇ The International Fraternity will send a full list of all chapter and area Alumni. If your event is earlier you may request a list from Tyler Baker ([tbaker@tke.org](mailto:tbaker@tke.org)).

#### **2 Weeks after the event**

- ∇ Photographs, copies of attendance sheets, event description sheet and agenda must be sent to Tau Kappa Epsilon International Attn. Tyler Baker 8645 Founders Road, Indianapolis, IN 46268. Or Email [tbaker@tke.org](mailto:tbaker@tke.org).

### Important Items to Remember

**Clean the house-** Sweep through the house before the event and make sure that the house is picked up, vacuumed, and cleaned. The focus of the housing day should be devoted to repairing and improving the house not cleaning refrigerator of old moldy food.

**Have a plan B-** Weather can ruin any event so it is important if your main project is outside to have an alternate project that you can do inside the house. Make sure that you have the proper supplies to cover whatever you were working on.

**Safety-** This is by far the most important item to prepare for. Have one person devoted to safety the day of the event.

#### ∇ **Things to remember**

- If digging is involved call the utility company to come out and mark the ground. This is a free service so DO NOT hesitate to call.
- Try to avoid projects that require excessive heights.
- Make sure that all cords are not frayed and are in good condition and that any work that involves electricity is not close to water.
- Always be aware of power lines.
- Have extra protective eyewear and inexpensive gloves on hand.



## SAMPLE PREPARATION AND CHECKLIST

### **60 Days Prior**

- **Decide on a date-** Alumni and the chapter should decide on this date together.
- **Appoint a committee-** The house manager should spear head this project and have 3 or 4 Fraters to help.

### **50 Days Prior**

- **Choose Project(s) for your Housing Day-** Make sure that the project can be realistically completed in one day. A partially finished project may take a very long time to complete after Housing Day.
- **Create a work agenda**
- **Create a supply list-** The project committee should have designated roles to ensure that materials, tools, and food/drinks are available the day of the event.

### **40 Days Prior**

- **Send invitations to alumni-** see sample on page 8
- **Set budget and form a shopping list for supplies**
- **Set individual project agenda**

### **2 Weeks Prior**

- **Call committed alumni-** Confirm their attendance through a phone call or email.
- **Committee should remind all colligate members to attend**
- **Appoint a Housing Day Clean-up committee**

### **1 Week Prior**

- **Pick Up Supplies**
- **Chapter Housing Day Meeting-** go over the agenda and identify final needs
- **CLEAN THE HOUSE-** Guests do not want to clean.

### **2 Days Prior**

- **Purchase or rent remaining supplies**
- **Begin set up of the project stations**

### **Day of the Event**

- **See Sample Work Day agenda**

### **Within 2 Weeks After**

- **Send Thank you notes to the entire group that attended-** See sample thank you letter on page 9.
- **Complete and send entry to the Offices of the Grand Chapter-** Provide a description of work completed, pictures before, during, and after project, and the attendance list.
- **Write an Alumni Newsletter-**Include pictures and commentary of the Event.



## Sample Housing Day Agenda

### **Work Scheduled to be Completed:**

- ∇ **Fixing the back deck:** Chairman Jake; Collegiate members helping: John, Adams, Tyler, Ben, Louie, Chris
- ∇ **Landscaping:** Chairman: Tom; Collegiate members helping: Justin, Kyle, Michael, Donnie
- ∇ **Interior Painting:** Chairman: Erik; Collegiate members helping: Greg, Joe, Nathan, Ross

**8:00 AM: Call all committee leaders to meet at the chapter house-**Go over the individual's roles for the day

**8:30 AM: Prepare for the organizational meeting-** Set out breakfast food and drinks. Assign someone to take attendance at the door. Meet and greet everyone as they come through the door.

**9:00 AM: Run the organizational meeting:**

1. Go over the day's plan what is to be accomplished
2. Separate in to groups put people with relevant talents in the appropriate group and then give out numbers put them with the matching project.
3. Emphasize safety and explain the schedule for the rest of the day.

**9:30 AM: Break into groups and start work:** The project leader should have the plan and everything needed to get the project going

**12:30 PM: Lunch**

**2:00 PM: Resume work**

**6:00 PM: Dinner/ Clean Up**



## 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. Completing this form in advance should give you an idea of the work that needs to be completed.

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 a 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?.....	_____ _____ _____ _____ _____	_____ _____ _____ _____ _____
<b>3. Kitchen:</b> a. Is the floor clean?..... b. Is the kitchen counter clean?.....	_____ _____	_____ _____



<ul style="list-style-type: none"> <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><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><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><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><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><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><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><b>10. Smoking:</b></p> <ul style="list-style-type: none"> <li>a. Are there designated smoking areas outside and away</li> </ul>	_____	_____



from the house?.....	_____	_____
<b>b.</b> Is there a “no smoking in the house” rule?.....	_____	_____
<b>c.</b> Are there non-flammable out door ash trays?.....	_____	_____
<b>11. Fire Safety:</b>		
<b>a.</b> Are there new batteries in the fire alarms?.....	_____	_____
<b>b.</b> Date of last sprinkler inspection/test? ____ / ____ / ____		
<b>c.</b> Date of last smoke detector test? ____ / ____ / ____		
<b>d.</b> How many fire extinguishers on each floor and in the kitchen? _____		
<b>e.</b> Is there a map showing all the exits in the home?.....	_____	_____
<b>f.</b> Does everyone in the house know how to use a fire extinguisher?.....	_____	_____

Explanation of questions answered NO


Required Work to be Completed

Date Completed


\_\_\_\_\_  
(Signature of inspector/title)

\_\_\_\_\_  
(Date)



## Sample Invitation Letter

Dear <Frater or family member>,

The brothers of the <chapter name> chapter would like to invite you to participate in Tau Kappa Epsilon International Housing Day. This is a day when fellow fraters, parents, and collegiate fraternity members get together to use a little hard work to improve the chapter house. International Housing is not only a day of work, but a day of socializing, building friendships, spending time with family, and enhancing pride for the chapter property and the organization.

Alumni and Family support is essential in the Housing Day's success so we look forward to hearing from you.

When/Where:

List of proposed projects:

Items needed for the project:

Please respond to this email or this phone #

Thank you and YITB,

Housing Chair





## SAMPLE THANK YOU LETTER

(Ideally this would be hand written)

Dear Frater or Family member,

I want to thank you for attending the Theta-Eta Housing Day last weekend and donating your time and hard work towards improving our house.

It is Fraters like yourself that make a difference for our chapter and we are grateful to have you as a part Theta-Eta. We hope that the improvements we have made will lead to more pride in the house, more recruits, and lasting friendships.

Again thank you for your time and we look forward to seeing you over Homecoming weekend.

YITB,

Housing Chair