



Massachusetts Institute of Technology Association of Independent Living Groups

*Facilities
Committee*



F SILG
C ooperative
I ncorporated

Continuity Guidelines to Support FSILGs

Overview

This document has been created by the FSILG Cooperative and AILG Facilities Committee as an aid to organizations to maintain their unoccupied or sparsely occupied buildings.

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Key Takeaways

- Ensure that your building is secure
- Ensure your building is clean and does not attract rodents and other pests
- Monitor your building for issues
- FCI provides services to help with these matters

Security

Whether sparsely occupied or completely unoccupied, take these security steps:

- Daily walk-throughs of the entire building by alum board members, a property manager, or their designees are highly recommended:
 - Ensure the building remains secure, e.g., windows and doors are still locked and there are no signs of forced entry. Contact the MIT Police if signs of forced entry are noticed
 - Ensure that critical systems—electrical, gas, water—are working properly
 - Check for mail and packages. These may be left in unsecured outer vestibules so it's best to look for it daily.
 - Report any issues
- No visitors are permitted in buildings. Undergraduates remaining on campus or off are not permitted to visit their houses to reduce the risk of spread or cross-contamination. Alumni boards or their designees may enter for walk-throughs or maintenance; however no social visits are permitted.
- MIT Police and/or Allied Security will do drive-by and walk-up checks of each building, to assure doors are locked and there is no sign of break-in.
- Please make sure that all lights are ON in all hallways and stairwells. This is for security and safety if MIT Police or others need to respond in an emergency.
- At your option (see FCI offering, below), install security cameras, to be monitored by your designees.

Cleanliness

- It is important for buildings to be and to remain extremely clean. Not only is it necessary to prevent the spread of Coronavirus, but to prevent other germs and pests from growing and spreading as well. Cleanliness, and verification of what has been done, will be important for students' confidence when they return – as well as for administrators, alumni, and parents.
- The student move-out checklist (below) details what needs to be done to assure buildings are in an appropriately clean state.
- It is worth double-checking that the checklist has been followed. If you have a cleaning service, make sure an alum can accompany them into student rooms, to assure they are clean. There may have been, for example, food left behind.
- Checking each room for cleanliness issues as part of the daily walk-through is a good idea. Something not noticed previously, for example, could start to stink, and will then be noticed and can be corrected.

Maintaining Buildings While Unoccupied

- Daily walk-throughs of the entire building by alum board members, a property manager, or their designees are highly recommended:
 - Ensure the building remains secure, e.g. windows and doors are still locked and there are no signs of forced entry. Contact the MIT Police if signs of forced entry are noticed
 - Ensure that critical systems—electrical, gas, water—are working properly
- Weekly
 - Pour a gallon of water down all floor drains, if applicable
 - Run water weekly in all sinks – to ensure trap remains full
 - Run water weekly in all showers – to ensure trap remains full
 - Report any issues
- After heating season is over
 - Turn off boiler and hot water heaters
 - Turn off building gas supply
 - Turn of domestic water supply
 - Note: if desired, water can be drained from pipes so that further checks are not needed. Contact a plumber if you wish to have this done.
- All Recycling bins should be cleaned and brought into the house
- Dumpster – Please let FCI know if you would like them removed
- Create a list of any upcoming appointments for repairs and maintenance (date, time, vendor contact, description of work), and send this to the FCI to be shared with MIT PD

Maintaining Buildings While Sparsely Occupied

Several aspects of maintaining a sparsely occupied building are common to one which is completely unoccupied, except of course certain critical items need to remain operational. Keep in mind that it's easy for the one or two occupants of a large building to overlook items.

- Keep all the security measures – cameras, walkthroughs, and so forth.
- If you are a building occupant, use the security cameras as you work at your desk, using a separate computer/screen if possible. This way you can keep an eye on things as you hack away on your thesis.
- Try to consolidate rooms so that whole sections of the building can be effectively cordoned off. If possible, turn off the heat in these areas.

- Follow all the cleanliness rules above. In particular, watch for food consumption and get rid of refuse daily. Rodents are attracted to buildings which have minimal activity, and they will find stuff that gets left out.

Verify the Student Move-Out Checklist

This checklist was developed as an aid to the student move-out. It will be useful to double-check that all these items have been done.

Student Rooms:

- Remove all food items in rooms (including both perishable and packaged)
- Empty and wipe down refrigerators
- Room refrigerators should be turned off and left open to defrost on a towel or paper towel or in a shower
- All dishes, glassware and utensils should be removed to kitchen
- Unplug everything in rooms
- Remove all trash from rooms
- Ensure that windows are closed and locked

House Kitchens and Pantry:

- Remove and dispose of all food from pantry - Important to prevent pests!
 - Note: Unopened canned goods can remain
- Remove or dispose of all frozen food from freezers
- Remove or dispose of all food from refrigerators
- Defrost all refrigerators and freezers and leave unplugged
- Wipe down refrigerators and freezers on the inside and outside
- Clean all cookware, utensils and glassware
- Wipe down all surfaces (including stoves) and mop floor
- Turn off the gas supply to all appliances
- Remove all trash and recycling from facility to dumpsters

Bathrooms:

- Clean all sinks, toilets, urinals, showers, and bathtubs
- Wipe down all surfaces
- Mop floor and make sure to pour some water down the floor drain(s), if applicable

Laundry:

- Empty all dryer lint traps
- Leave washer door(s) open
- Wipe down all surfaces
- Disconnect power and turn off the gas supply to all appliances

Hallways:

- Ensure that hallways are completely clear and do not interfere with egress
- Remove all trash
- Wipe or mop floors

Exterior / roofs:

- Secure all furniture and other items in the event of high wind
- If possible, store items in the house out of egress pathways

Secure the house:

Go room to each room to verify:

- The building is secure, all doors, windows, roof access
- All electrical devices are unplugged
- All refrigerators are empty and off
- Gas to stoves is off at each device and supply to kitchen
- Security system is enabled if one exists

FCI Offerings

- Facilities Walk-through service for \$750 per month
 - FCI will conduct a physical walk-through of your building every weekday to check for any issues and report.
 - No long-term commitment.
- Simple Security Motion Camera Service:
 - Minimum cost \$600 (up to 12 Cameras)
 - Your designees will be responsible for monitoring and responding to alerts and notifications.
 - FCI will furnish, install, and configure a Simple Security Motion Camera Service.
 - The FCI will NOT be responsible for monitoring the cameras.
- Facilities Management Service:
 - As described at fsilg.coop/FMProgramdescription20200213.pdf