



## Massachusetts Institute of Technology Association of Independent Living Groups

**Facilities  
Committee**



**F** SILG  
**C** ooperative  
**I** ncorporated

### FSILG Winter Maintenance Guidelines November 2020

#### Overview

With FSILGs shut down or very sparsely occupied over the winter, it is important to proceed with care and vigilance to assure buildings don't develop significant problems. Winter is the most perilous time for FSILG buildings.

#### Key Takeaways

- Though they may be unoccupied, buildings cannot be shut down completely, i.e., water drained and so forth. In particular sprinklers need to be active, and thus cannot freeze. Additional physical, regulatory, and insurance issues generally imply that buildings will need to be maintained at least at a subsistence level of utilities, such as heat, water, electricity.
- This may be a good time for renovations or repairs that are made much easier with unoccupied buildings.
- Ensure that your building is secure.
- Ensure your building is clean and does not attract rodents and other pests.
- Monitor your building for issues regularly.
- Arrange for snow removal.
- FCI provides services to help with these matters.
- MIT has offered a monthly stipend for facilities management. You are strongly urged to look into this, as professional management, whether by FCI or another vendor, can help greatly in keeping a building in good shape, especially over the winter.

#### Contacts

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#### Winter Guidelines

- Maintaining temperature to avoid burst pipes is one of the primary challenges. Burst pipes can cause a lot of very expensive damage. Daily walk-throughs are needed to assure that heat is maintained.
- Maintain the heat in a manner similar to that of an occupied building. This has the best chance of assuring things don't freeze.
- Since occupancy will be very limited, room doors can be left open, which will help assure temperatures don't get out of hand in a particular area. Nevertheless, daily checks are needed, as some crack or window issue may develop which lets in cold air.

- Put some large, easy-to-read thermometers in areas likely to get cold. During walkthroughs then the temp can be checked at a glance.
- Arrange to keep adjacent sidewalks and pathways shoveled and de-iced.

## 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 to building owner/facilities manager.
  - Fill out and post a checklist for daily/weekly walk-through items.
- 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 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.
- For retrieval of student belongings, continue to follow the coordination process with alum leadership and the FSILG Office.  
<https://ailg.mit.edu/sites/default/files/documents/AILG%20Facilities%20Access%20and%20Retrieval%20Guide%20June%2010%202020%20v2.pdf>

## Maintaining Buildings While Unoccupied

- Daily walk-throughs of the entire building by alum board members, a property manager, or their designees are required by the property insurance provider:
  - 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 the heat as described above.
  - Fill out and post a checklist for daily/weekly walk-through items.
- 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 to building owner/facilities manager.
- All Recycling bins should be cleaned and brought into the house.
- Dumpster – Please let FCI know if you would like them removed.
- Only Owner-authorized visitors are allowed in the building. These visitors should practice Covid-safe behavior while in the facility. A record should be kept of visits. 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.
- MIT undergraduates are not allowed in the building per MIT policy.

## **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 operational and monitored – cameras, walkthroughs, and so forth.
- 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 are very resourceful at finding food, especially if it is left out.
- Only Owner-authorized visitors are allowed in the building. These visitors should practice Covid-safe behavior while in the facility. A record should be kept of visits. 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 and building residents.
- MIT undergraduates are not allowed in the building per MIT policy.

## **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.
- 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.

## **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](http://fsilg.coop/FMProgramdescription20200213.pdf)
- Snow Removal Services

*Approved unanimously by the AILG Facilities Committee on November 4, 2020.  
AILG Facilities Committee <http://ailg.mit.edu/committees/facilities-committee>*