

# SLI PROGRAM

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## DOCUMENT HISTORY

- This document is  
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     This version was approved by a vote of the AILG membership at the Plenary meeting held on November 17, 2022.
- The previous version of this document is  
     <https://ailg.mit.edu/sites/default/files/documents/SLISpec-20060704.pdf>

## **1. PROGRAM OVERVIEW**

The Safety, Licensing, and Inspection (SLI) program was developed after endorsement by the Association of Independent Living Groups (AILG) at its plenary meeting on April 13, 2004. The purpose of the program is to improve the inspectional and licensing process within the MIT FSILG community. It clarifies roles, reinforces the responsibility of our members, provides practical educational opportunities, improves safety, increases harmony with municipal authorities, and improves the use of the resources of the MIT community.

## **2. CHARTER**

The charter of the SLI program is to assist members in meeting their obligations in the areas of safety, licensing, and inspection (SLI) of their buildings, and to provide improved means of communicating the status of these issues between members, the AILG, MIT, and the municipal authorities. The most important aspect of that communication is a reliable database of inspection and licensing status which provides interested parties the information they need, especially in an emergency. The SLI program provides tools, resources, and information; however, it does not assume responsibility for the safety or license compliance of member houses. Member houses retain full responsibility for their own safety; the SLI Program respects the independence and privacy of houses as they successfully manage their own affairs.

Safety, licensing, and inspection issues are dynamic, and the SLI program is no exception. It is anticipated that the logistical details of the program (as described in this document) will continue to evolve over time, to better meet the program's goals and uphold its charter. Any changes to this specification will be subject to review and approval of the AILG membership.

## **3. PARTICIPANTS**

The Fraternities, Sororities, and Independent Living Groups (FSILGs) house students from the Massachusetts Institute of Technology (MIT).

The Association of Independent Living Groups (AILG) is the government of the FSILG alumni house corporations. The committee of the AILG which oversees the SLI Program is the Facilities Committee.

There are three student governments: the Interfraternity Council (IFC) for fraternities, the Panhellenic Council (Panhel) for sororities, and the Living Group Council (LGC) for non-Greek living groups.

The Building Safety Facilitator (BSF) helps facilitate municipal inspections of the FSILGs. See additional detail in Section 7 of this document.

The FSILG Cooperative, Inc. (FCI) is a member-owned-and-operated corporation that was organized by members of the MIT FSILG system and contracted to perform certain SLI document registration and process management services. See additional detail in Sections 4, 5, and 6 of this document.

The MIT FSILG Office is a part of the MIT Student Life Programs Office (SLP), which is part of the Division of Student Life (DSL) and advises and supports the students and alumni of the FSILGs.

#### **4. SLI DOCUMENT REGISTRATION**

Representatives from participating FSILGs submit digital copies (or paper copies to be digitally scanned) of all Registered Documents, which are recorded in the SLI registration system. Documents include certificates and reports obtained from municipal agencies and from private vendors. A listing of documents is in Section 9:Registered Documents.

#### **5. SLI PROCESS MANAGEMENT**

The SLI registration system will track the status and expiration of all documents and implement a process of notices and reminders that will involve a combination of email and phone contacts as appropriate. If a house has difficulty complying, an escalation process (described elsewhere) will come into play, involving House Alumni, AILG, MIT, and student government officers, to motivate and foster compliance.

#### **6. SLI CONTACT LIST**

The SLI registration system will maintain an up-to-date list of reliable SLI contacts for each FSILG, consisting of at least two undergraduate residents and two house corporation members. This list will be maintained both by soliciting updates from the houses themselves, and by correlating contact lists with other entities.

#### **7. BSF SERVICES**

The BSF is hired by the AILG and coordinates with Boston, Brookline, and Cambridge municipal agencies to ensure FSILG compliance with safety and health codes and laws. The BSF performs regular inspections of FSILGs facilities and collaborate with the owners of each facility in bringing the building into compliance with relevant standards. The BSF will reports to the Chair of the Facilities Committee of the Association of Independent Living Groups (AILG), and meet with the Facilities committee monthly.

For additional detail, see the current BSF Contract.

Unlike the document registration functions, using the BSF is optional. AILG members which do not subscribe to the services of the BSF must designate a “BSF Alternate” to the AILG Facilities Committee. The BSF Alternate is expected to perform substantially the same services as the AILG’s BSF, namely: conducting pre-inspection walkthroughs, preparing summary reports of findings, and being present during municipal inspections. The BSF Alternate shall file inspection reports with the SLI document registration system just as the AILG BSF would do, and at an equivalent level of detail.

## **8. ESCALATION & EMERGENCY PROCEDURES**

The AILG and MIT expect that all MIT FSILG houses will comply with the requirements of the SLI program to maintain safe and legally compliant residences. Escalation procedures address situations arising from neglect or failure to comply, which leave a house at higher risk for serious problems. Emergency procedures address situations where a serious problem has actually occurred, constituting an immediate and serious safety hazard.

Problems and serious problems may be brought to the AILG's attention through any of the SLI Program participants, contractors, and municipal officials.

A serious problem is defined as a crisis involving (a) an immediate hazard to the health and safety of building occupants, (b) moderate or severe property damage, (c) serious personal injury, (d) loss of a building's ability to house students. A serious problem may be declared by the FSILG, the FCI, the BSF, the MIT FSILG Office, or the Chair of the AILG Facilities Committee.

**Escalation Table**

<b>Notification to</b>	<b>Initial Problem</b>	<b>30 Days after Initial</b>	<b>60 Days After Initial</b>	<b>Initial Serious Problem</b>	<b>60 Days After Initial</b>
SLI contacts for the house	Y	Y	Y	Y	Y
BSF		Y	Y	Y	Y
AILG Facilities		Y	Y	Y	Y
MIT FSILG Office			Y	Y	Y
AILG Board			Y	Y	Y
IFC, PanHel, or LGC via MIT FSILG Office			Y		Y

The escalation process is fairly mechanical: problems are identified, and, if not resolved within a specified period of time, are escalated to a larger group. The basic algorithm is to increase the number of individuals who are advised of the situation. This increases the level of expertise available and also the level of pressure applied.

The AILG Facilities Committee will regularly review the list of open issues at its monthly meeting, with the goal of getting them responsibly addressed and closed in a timely manner.

## **9. REGISTERED DOCUMENTS**

The SLI program requires that all houses register certain documents. The documents will vary from house to house depending on the physical facility and the municipality. These documents

will be stored in the SLI registration system and will be available on-line. The current list is shown below and may change from time to time by a vote of the AILG Facilities Committee.

<b>REGISTERED DOCUMENTS (As of Aug. 25, 2022)</b>
Dormitory or Lodging License (Required by all houses)
Egress Certificate of Inspection (Required by all houses)
Municipal Egress Inspection Report
Fire Department Inspection Certificate*
Fire Department Inspection Report*
Fire Pump Inspection Report
Sprinkler Inspection Report
Fire Alarm Inspection Report
Fire Escape Affidavit
Fire Drill Report
Dryer Vent Maintenance Document
Pest Control Document
Emergency Light Service Document
Ansul Inspection Document
Elevator Inspection Document
Roof Deck Certificate*
Fire Extinguisher Service Document
Hood Inspection Document
Exterior Masonry Wall Inspection Report
Sprinkler Back Flow Test
Health Certificates*
BSF Report

<b>REGISTERED DOCUMENTS (As of Aug. 25, 2022)</b>

\*=Municipality Specific

## **10. INFORMATION ACCESS**

There are four main types of information access: Private Document Access, Public Document Status, Escalation Access, and Emergency Access. This section describes the information access for each of the following groups:

- FSILG SLI Contacts
- MIT FSILG Office
- FCI
- BSF
- AILG Facilities Committee
- AILG Board
- Executive Board members of the AILG, IFC, Panhellenic, and LGC

### **10.1 Access Methods and Levels**

The document repository implements several levels of access control. In general, documents which are already a matter of public record (e.g. lodging licenses) are more openly available than are “private” documents (such as sprinkler inspection reports and BSF reports) which are limited to access by the corresponding FSILG or by specifically-authorized personnel.

There are two varieties of access: status of the document and the actual document. Status means the user can check to see whether the FSILG is up-to-date for that tracked document. Document access means the user can view and download the document itself.

All access to documents will be logged.

### **10.2 Private Document Access**

All registered SLI documents will be available to view and download by the individual FSILG’s SLI contacts, FCI, and the BSF.

The Dormitory/Lodging License and the Egress Certificate of Inspection will be available to view and download by the MIT FSILG Office.

The individual FSILG's SLI contacts, FCI, and the BSF will receive a monthly report listing the expired and expiring status of Registered SLI documents. The report will include the name of the document, the expiration date, and a link to the SLI web page to view their house-specific information.

### **10.3 Public Document Status**

The status of any Registered SLI document will be viewable by all groups.

### **10.4 Escalation Access**

When a problem is identified, registered SLI documents related to the problem will be available to view and download by groups according to Escalation Notification Chart (Section 7 above).

Access under this provision is logged and auditable. This use of the access system will be communicated to the FSILG's SLI contacts.

### **10.5 Emergency Access**

In an emergency, MIT personnel may obtain expanded access to documents related to the SLI program, including all SLI documents pertaining to the FSILG experiencing the emergency. For the purposes of this emergency access, an emergency is defined as a crisis involving any of (a) moderate or severe property damage, (b) serious personal injury, or (c) loss of a building's ability to house students (either because of damage or eviction). An emergency may be declared by the FCI, the BSF, the chair of the AILG Facilities Committee, or the FSILG Office.

Access under this provision is logged and auditable. Use of the access system will be communicated to the SLI contacts for that FSILG, to the AILG Facilities Committee and AILG Board, to the BSF, and to the FCI as part of an integrated emergency response plan developed jointly by the FSILG, the MIT FSILG Office, the AILG, the FCI, and the BSF.

## **11. APPENDIX OF RELATED DOCUMENTS**

\* PLACEHOLDER FOR ANNUAL FSILG ACKNOWLEDGEMENT SHEET

\* PLACEHOLDER FOR ESCALATION NOTIFICATION