This template is designed to assist alum house corporations and students with reopening, based on lessons learned from the FSILG Pilot Program and other best practices. Your completed checklist should be submitted to Pam Gannon, pmgannon@mit.edu, by August 1, 2021. If there are areas where you need additional information or support, please let us know.

### Organization:

**Governance**
- Schedule alum and student leader meetings
- Best practice: Be clear about alum and student roles
- Best practice: Be intentional about collaboration & communication
- Best practice: Meet your GRA

### Preparation - MIT Information

Information to the FSILG Office:
- Complete member roster / room assignments (OMM form)
- Submit early arrivals list (due July 20)
- Set resident member return date & notify FSILG Office
- Assign resident member kitchen steward & notify FSILG Office (training required)
- Review MIT Covid policies
- Consider house-specific policies / agreement (optional)
- Set up a Guest Log (required for contact tracing)

### Preparation - Facilities

- Update security access to building
- Cleaning plan
- Best practice: Hire professional cleaners
- Best practice: Plan for dealing with student belongings
- Overall facility preparation -> see AILG Facilities Committee checklist

### Resources / Contacts

- AILG FSILG Fall Reopening
- AILG Peer Visit Program
- Pam Gannon (FSILG Pilot)
- FSILG Office
- MIT Covid Policies
- Pam Gannon (FSILG Pilot)
- Pam Gannon (FSILG Pilot)
- AILG Facilities Committee checklist
- FCI
### House Operation

<table>
<thead>
<tr>
<th>Task</th>
<th>Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Set up dining plan (no restrictions)</td>
<td>Pam Gannon (FSILG Pilot)</td>
</tr>
<tr>
<td>Set up regular cleaning plan</td>
<td>FCI</td>
</tr>
<tr>
<td>Set up regular maintenance plan</td>
<td>FCI</td>
</tr>
<tr>
<td>Emergency access information - for facility issue</td>
<td>FCI</td>
</tr>
<tr>
<td>Emergency access information - for student issue</td>
<td>FSILG Office</td>
</tr>
</tbody>
</table>

### Finances

<table>
<thead>
<tr>
<th>Task</th>
<th>Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Set rent</td>
<td>Pam Gannon (FSILG Ops Sustainability Group)</td>
</tr>
<tr>
<td>Best practice: Student lease agreements</td>
<td></td>
</tr>
<tr>
<td>Best practice: Parlor/Activity fees (Non-live-in member fees)</td>
<td></td>
</tr>
<tr>
<td>Best practice: Add to reserves and plan improvements annually</td>
<td></td>
</tr>
</tbody>
</table>

*Please let us know if you have questions or suggestions for how we can support you in reopening.*