

## FSILG House Manager Role

### Reminders for 2021-2022 Academic Year

#### Best Practices:

- Get to know your building and its systems (in collaboration with alumni house manager and/or previous house managers and/or FCI Director of Facilities)
  - Kitchen equipment (appliances) and fire safety (exhaust hood, fire suppression)
  - Plumbing - water in bathrooms and building shut-offs
  - Electrical - circuit boxes and shut-offs
  - Gas - building shut-off
  - Fire Alarms (local and system)
  - Sprinkler
  - Heating Ventilation and Air Conditioning (HVAC) -- the boiler room
  - Hot water -- the boiler room
  - Envelope -- roof, windows, gutters, drains
  - Laundry
  - Theft/Burglary
- Get to know the vendors who service your building
- See/hear/smell something? Do something, i.e.: contact your alumni house manager and/or FCI (help@fsilg.coop)
- Communication is key
- Regular communication with residents -- including your GRA -- re: see/hear/smell so you can gather intel.
  - Each House Manager should have a check-in house meeting with residents (especially during the beginning of year) to keep them informed of policy and expectations for the facility. Reminders can be done during your chapter meetings as an update.
- Regular communication with your alumni house manager so they're aware and can support you.
- Regular communication with the FSILG Office staff member advising your specific FSILG so they can support you and the organization.

#### Safety/Security

- **Always loop-in alum leadership of your FSILG (and FCI if your organization participates in the Facilities Management Program) re safety/security issues; also loop in the FSILG Office.**
- Ensure the safety of your residents, the building and any first responders
  - All bedrooms must have a smoke detector, clear sprinkler pattern (plus nothing hanging on pipes), and an accessible functional window
  - Maintain clear egress paths at all times, i.e. 3' paths and no obstructions/obstacles
    - E.g.: keep all hallways clear, do not block egress windows (leading to fire escapes) or doors
  - Keep your building clean
    - Ensure hallways/fire pathways are kept clear of rubbish/debris
    - Take out trash and keep dumpster areas clean/clear
    - Set community expectations about general cleanliness and maintenance in the house

- Conduct periodic fire drills with residents, being sure to point out all points of egress and communicate safety procedures, e.g.: what to do, who to call, where to assemble outside the building
- Demonstrate proper use of kitchen safety equipment
- Practice proper security measures
  - Doors, windows, and fire escapes should be secured.
  - Ensure you're checking the entire house to make sure locks work, looping in alum leadership of FSILGs if there are issues that need to be addressed. Also loop in the FSILG Office.
  - MIT PD has offered to provide security assessments of houses by request.
  - IRDF funds are available for security upgrades.
  - Do not share access codes.
  - Repairs/vendor visits - provide any contractor and appointment information (who and when) to all residents – do not let in any unknown vendors.

### Reminders:

- Fire escapes/balconies are for emergency use only.
- Do not disable the fire alarm system for any reason.
- A/C units are only to be installed by the house and in non-egress windows.
- It is the responsibility of each FSILG to adhere to all MIT policies.
- Keep noise volumes at a minimum when possible.
- Grills must be on ground level.
  - In accordance with MIT's Mind and Hand Book Policy (II.12, Hazardous Materials) the use of propane cooking equipment in residence halls, FSILGs, and other areas where appropriate EHS safety precautions are not in place is prohibited.
  - Charcoal, lighter fluid, and propane cylinders cannot be stored inside your building (including the vestibule).
- If you find water and it's not in a sink, shower, tub, or toilet, work with your house leadership to identify where it's coming from.
- If a resident brings to your attention any mention of bites or insects, please privately reach out to FCI ([help@fsilg.coop](mailto:help@fsilg.coop)) and the FSILG Office ([fsilg-office@mit.edu](mailto:fsilg-office@mit.edu)) **immediately** to initiate discovery and treatment for potential issues (e.g., bed bugs, fleas, mites). The quicker the response the lower the cost in time and dollars.
- Winter weather and IAP expectations will be sent later in the fall semester. Start thinking about this now and work with your alumni/ae leadership to be prepared (i.e., managing pipe bursts, heating concerns).
- For those houses where it's applicable, we will reach out to you soon regarding municipal license and compliance matters as well as emphasize your role in that in conjunction with your alum House Corp leadership.
- For the 3 MIT owned/operated houses **ONLY**: (Kappa Sigma, Kappa Alpha Theta, and Pi Beta Phi), we will reach out to you soon reminding you how to report any facility related issues that may come up.

## **FSILG Contacts**

### **MIT Police Department / Dean on Call**

Emergency: 617-253-1212, Non-Emergency: 617-253-2996

### **MIT Medical**

Days: 617-253-2916, Nights/Weekends: 617-253-4481

### **FSILG Office General Inquiries**

[FSILG-Office@mit.edu](mailto:FSILG-Office@mit.edu)

### **Brad Badgley**

Associate Dean/Director of FSILGs

[bbadgley@mit.edu](mailto:bbadgley@mit.edu)

Office: 617-253-7546

### **Liz Jason**

Assistant Dean of FSILGs

[ejason@mit.edu](mailto:ejason@mit.edu)

Office: 617-253-4663

### **Jessica Morris**

Assistant Director, FSILGs (Panhellenic, Multicultural Greek Orgs, Independent Living Groups)

[morris\\_j@mit.edu](mailto:morris_j@mit.edu)

Office: 617-258-9762

### **FCI (FSILG Cooperative Inc.) General Inquiries**

[help@fsilg.coop](mailto:help@fsilg.coop)

### **Scott Klemm**

Executive Director, FSILG Cooperative, Inc. (FCI)

[info@fsilg.coop](mailto:info@fsilg.coop)

Office: 617-452-4053

### **Joshua Schuler**

Building Safety Facilitator (BSF) and Director of Facilities, FSILG Cooperative, Inc. (FCI)

[bsf@mit.edu](mailto:bsf@mit.edu)

Office: 617-253-6030