

Guidelines to Support FSILG Community Efforts re: COVID-19

Overview

The Association of Independent Living Groups (AILG), Division of Student Life (DSL), and FSILG Cooperative, Inc. (FCI) are partners in providing a high-quality residential experience to MIT's fraternities, sororities and independent living groups (FSILGs). We support the efforts of MIT to keep our students and community members healthy and safe in response to President Reif's March 10 communication.

Guidance during this transition will be provided by the AILG, FCI, and DSL. Communication to students will be coordinated by the FSILG Office and FSILG alums. The FSILG Office will continue to provide support for students.

Key Takeaways:

- Treat this like a summer move-out
- Alums, the FCI, and FSILG Office will coordinate support for the pre- and post-move out processes
- Buildings need to be left clean and secure
- The situation is evolving and more information will be provided as available

I. Pre-Move-Out Action Items and Checklist

Alums:

- ❑ Please fill out [the following form](#) to provide your contact info
- ❑ Obtain access codes / keys / cards to the building
- ❑ Have the ability to reset access codes, if applicable
- ❑ Provide a list of any upcoming appointments for repairs and maintenance (date, time, vendor contact, description of work) to the FCI

Be sure your undergraduates do not forget to bring home:

- All important personal items and documents, including passports, IDs, visas, etc.
- Medications
- Pets

Keep in mind..

- Students may keep possessions in personal rooms or designated storage areas
- They should consider using boxes provided by MIT – will make it easier to ship if necessary
- Follow your alum corporation's storage guidelines, but be sure to keep egress paths clear

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

- ❑ All dishes, glassware, and utensils should be removed to kitchen
- ❑ Unplug everything in rooms
- ❑ Any clothing left should be clean
- ❑ Remove all trash from rooms
- ❑ Ensure that windows are closed and locked

House Kitchens and Pantry:

- ❑ Remove--dispose of or eat--of all food from pantry - Important to prevent pests!
→ Note: Unopened canned goods can remain
- ❑ Remove--dispose of or eat--all frozen food from freezers
- ❑ Remove--dispose of or eat--all food from refrigerators
- ❑ Wipe down refrigerators and freezers on the inside and outside
- ❑ Clean all cookware, utensils, and glassware
- ❑ Wipe down surfaces and mop floor
- ❑ Remove all trash from facility to dumpsters

Bathrooms:

- ❑ Clean all toilets and urinals
- ❑ Run a gallon of water down all floor drains, if applicable
- ❑ Wipe down all surfaces
- ❑ Bring all trash to dumpsters

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

MIT Recycling

- ❑ After last pickup, all bins should be left in the houses
 - FCI will help coordinate

Dumpsters

- If possible, dumpsters will be removed to prevent illegal dumping at unoccupied houses
- FCI will coordinate

II. Post-Move-Out: How To Maintain Buildings While Unoccupied

Securing the house:

- After all students have left, alum leadership of each house or a facilities manager should go room to room to ensure:
 - The building is secure
 - All electrical devices are unplugged
 - All refrigerators are empty and off
 - Gas to stoves is off
- Enable security system if one exists

Maintaining security and safety

- Regular walk-throughs of the entire building by alum board members, a property manager, or their designees are highly recommended:
 - Ensure building remains secure, e.g. windows and doors are still locked, no signs of forced entry; if signs of forced entry are noticed, contact MIT Police
 - Ensure critical systems—electrical, gas—are working properly
 - Report any issues to the alum house corporation and FCI
- After heating season is over
 - Turn off boiler and hot water heaters
 - Turn off building gas supply
 - Turn of domestic water supply
- The FSILG Office will work with MIT PD to ensure regular drive-bys and walk-bys as appropriate

Note 1: These guidelines all assume the buildings are completely empty. If this is not the case, modify these practices as necessary.

Note 2: Post-move-out details continue to evolve; stay tuned for updates.