



Massachusetts Institute of Technology  
Association of Independent Living Groups

**Safety,  
Licensing, and  
Inspection Program**

**SPECIFICATION**

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# AILG Safety, Licensing, and Inspection Program Specification

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# AILG Safety, Licensing, and Inspection Program Specification

## 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.

Experience has shown that student residents and house corporation officers require consistent support in dealing with the varied and sometimes complex requirements of municipal authorities. MIT staff efforts should be directed to maximize their contribution in areas most aligned with their capabilities, availability and training. Lapses in compliance endanger both the FSILG community's legal and community stature and, more significantly, our student resident's personal safety.

### 1.1 Charter

The charter of the SLI program is to assist members in meeting their obligations in the areas of safety, licensing, and inspection 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.

### 1.2 FSILG Cooperative, Inc. Activities

FCI is contracted to perform various document registration, process management, and inspection coordination activities utilizing its experience communicating and working with individual FSILGs, and its data management and development capacity. Funding is provided by a mix of MIT contributions and AILG membership assessments. The service will be provided for all FSILGs participating in the SLI program whether they are Cooperative members or not. The activities break down into several categories:

- **Document Registration**

Representatives from participating SLI FSILGs submit digital copies (or paper copies to be digitally scanned) of all key documents, which are recorded in an on-line database created and maintained by FCI. Documents include both certificates obtained from municipal agencies and from private vendors, and more specifically include egress inspection certificates, dormitory and lodging house licenses, fire escape inspection certificates, sprinkler test reports, etc. (The set of collected documents is comprehensive but not exhaustive, and does not include unnecessary minutia such as copies of individual fire extinguisher tags.) The full listing of documents is in the Registered Documents Section.

- **Process Management**

FCI 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 AILG, MIT, and student government officers, to motivate and foster compliance.

- **Inspection Coordination**

For municipal inspections and some vendor inspections with concurrent expiration dates, FCI will create an on-line scheduling system that will accommodate the desire of officials and vendors to visit multiple houses in a few days and the desire of students and alumni/ae to schedule visits when most convenient.

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FCI will coordinate the scheduling of municipal inspections for all houses, and for houses utilizing the BSF, the scheduling of BSF pre-inspection walkthroughs.

- **Contact List**

An up-to-date list of reliable contacts will be maintained 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 which also try to maintain contact lists, such as the FSILG office.

- **Issue Tracking**

When an individual FSILG is out of compliance with some aspect of the program, or when it has any other significant, outstanding, visible issue affecting its safety or licensing, the system will be able to track these issues: their presence, their prerequisites or gating items, their duration, and their expected resolution date.

### 1.3 Building Safety Facilitator Activities

The AILG contracts with an individual or firm (the BSF) with skills in the related safety and building management areas to be the “boots on the ground” presence to identify and assist houses in correcting conditions that could jeopardize safety and successful inspections, and to serve as a liaison with the municipal authorities. The time requirements (approximately ½ time) indicate an opportunity for a retired professional in building maintenance or safety, or someone with a similar skill set and availability. (The BSF’s formal job description is presented below.) The BSF reports to the AILG, while the logistics of managing the position are handled by FCI. The BSF is jointly funded by MIT and by the participating FSILGs. The MIT financial contribution provides financial stability and an attractive cost to the participants. The required per-house attention will vary depending on the number of inspections (one to three per year) and the house’s desires. Activities are

- **Inspection Presence (Boston ISD and Fire Department, Cambridge, and Brookline)**

The BSF is present at these inspections. S/he interprets inspector requests, documents the visit and prepares a confidential report for the residents and house corporations. The BSF’s presence is intended to augment, and not replace, participation by house-affiliated personnel.

- **Pre-Inspection Preparation**

Approximately one month prior to every required municipal inspection, the BSF will conduct a pre-inspection tour to gauge the readiness of the facility. S/he documents the visit and prepares a confidential report for the residents and house corporations. The BSF then follows up with house officers — which may well involve a second visit, if there were significant issues to be resolved — to help ensure compliance prior to the official inspection.

- **Routine Visits**

Additional routine visits are oriented to monitoring corrective actions and maintaining safe conditions. S/he prepares a confidential report for the residents and house corporation at each visit. The BSF establishes an ongoing relationship with residents and serves an educational and advisory function.

Specific items for attention include, but are not limited to, exit signage, emergency lighting, sprinkler system condition, egress path and egress availability, rodents, lighting, electrical hazards, housekeeping, fire extinguishers, etc.

#### 1.3.1 BSF Alternate

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”. 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

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AILG BSF would do, and at an equivalent level of detail. (The BSF Alternate may wish to use the SLI BSF's exact report forms for this purpose, which will be available on the SLI website.)

A house electing to use a BSF Alternate must submit a (brief) proposal to the AILG Facilities Committee. The proposal should contain the name of the designated BSF Alternate, a list of that person's qualifications, and an outline of the process the BSF Alternate expects to use to conduct inspections and pre-inspection walkthroughs, to file documents, and to perform other BSF-related tasks.

### 1.4 MIT EHS Office Activities

This office represents both a source for relevant expertise and an MIT institutional presence. Its activities are targeted to effectively use this resource.

- **Municipal Interface**

Although some municipal authorities (e.g., Boston ISD) relate individually with each house, others desire a single point-of-contact or an official MIT involvement. Depending on the situation, the EHS Office may be the appropriate interface to a particular authority.

- **Education**

Safety is not achieved by inspections alone. Ongoing education serves to extend the safe period beyond a few days a year as well as simplifying the task of preparation for formal inspections. In addition to the effort of house corporations and the BSF, a formal program of group education directed to both students and house corporation officers may be the best use of this resource. This includes but is not limited to participation in HM101.

- Support to the BSF in terms of technical expertise.

### 1.5 Other's Activities

The MIT FSILG Dean's Office provides and supports student communication and education and applies sanctions as required. It maintains its own contact lists, but efforts are made to cross-pollinate its list and the SLI program's contact list.

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. Persistent unresolved issues will be dealt with as described in the "Escalation Process" section.

The AILG Accreditation Committee is informed of the status of licenses and approvals, and of significant lapses in compliance.

As mentioned, the house corporations and resident students retain the overall responsibility for safety, licensing and inspection aspects of their house.

## 2 BUILDING SAFETY FACILITATOR SCOPE OF WORK

### 2.1 Summary Description

As part of the MIT AILG Safety, Licensing, and Inspection (SLI) program, the Building Safety Facilitator (BSF) will work with most or all (36) MIT fraternities, sororities, and independent living groups (FSILGs) which occupy and operate 41 buildings in Boston, Brookline, and Cambridge. S/he will coordinate with Boston, Brookline, and Cambridge municipal agencies and with the MIT Environment, Health, and Safety Office to ensure FSILG compliance with safety and health codes and laws. The BSF will coordinate and perform 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 present a unified and professional interface to the municipal authorities on behalf of the entire FSILG system. The BSF will report to the Chair of the Facilities Committee of the Association of Independent Living Groups (AILG), and meet with the facilities committee (monthly). The successful candidate will have the technical and personal skills to ensure the success of the SLI program, as described below.

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## 2.2 Duties and Responsibilities:

- Meet with and report to the AILG Facilities Committee (monthly).
- Ensure that undergraduate and alumni officers of FSILGs understand the requirements and schedules of state and municipal regulations and take the necessary steps to meet them.
- For all FSILGs, except as excused by the AILG Facilities Committee, schedule and perform a visit prior to any inspection by state or municipal agencies, to the same standards or higher as those to be expected during the official inspection.
- For all FSILGs, except as excused by the AILG Facilities Committee, attend each inspection by state or municipal agencies.
- Maintain accurate records of all visits and inspections, including (a) reports of the conditions discovered at each building and (b) reports of time spent on behalf of each member house.
- Coordinate, with the FSILG Cooperative, Inc. (FCI) the scheduling of any state or municipal inspection for the member houses.
- Establish rapport with all relevant Licensing Boards/Commissions, Fire Departments, Inspection Divisions/Departments, Health Departments, etc.
- Provide support for any FSILG that has a question or concern about how to interact with any state or municipal agency relating to safety or health.
- Coordinate, with FCI, any fire drills or other regular safety or health activity by the houses.
- Work with the AILG, FCI, student governments, and the MIT FSILG Office to develop and maintain the House Manager Manual that is to be used by all undergraduate facilities managers as a reliable and up-to-date source of information about code and other facility management issues.
- Work with the AILG, FCI, student governments, and the MIT FSILG Office to develop and maintain environmental, health, and safety programs.
- Work with the AILG to develop and maintain the House Manager 101 course for undergraduates which takes place over three days each IAP (in January).

The BSF's role is one of providing information, enabling communication, and offering advice. The list above describes the duties and responsibilities of the BSF. To clarify further, below are some items that are specifically not part of the BSF's duties and responsibilities:

- The BSF is not responsible for fixing SLI-related problems. Colloquially speaking, s/he "carries a clipboard, not a toolbox." The BSF should not be held responsible for a house's failure to achieve safety or regulatory compliance, whether or not the house followed the BSF's advice. A particular house may ask the BSF to assist in coordinating with a vendor, but primarily responsibility remains with the house.
- The BSF is not responsible for crisis management and is not expected to be "on call" 24/7 or available in person or by phone on short notice in the case of an emergency. Naturally, since the BSF's expertise and experience may be valuable in such situations, s/he may be consulted and the time billed to the party requesting such assistance.

A corollary to these two items is that there should be no relevant information that is in the BSF's head or physical notes that is not accessible as part of the SLI information system, and hence available to those responsible in routine circumstances or in an emergency.

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## 2.3 Experience

Candidate should have experience in at least two of the following areas:

- Facilities Management in a non-profit or not-for-profit environment
- Working with government agencies in the areas of health and safety
- Working with college students, fraternities, sororities, or cooperatives

## 3 CLIENTS, REPORTING RELATIONSHIPS, & RELATED ORGANIZATIONS

There are 36 housed fraternities, sororities, and independent living groups at the Massachusetts Institute of Technology, in a total of 41 buildings. (Several organizations have more than one building.) Approximately 1000 students live in the buildings, primarily located in Boston's Back Bay and in Cambridge between Central Square and MIT. Each FSILG has an undergraduate organization and an alumni house corporation, each of which has an officer responsible for facilities management.

The Association of Independent Living Groups (AILG) is the government of the alumni house corporations. One of the committees of the AILG is the Facilities Committee. The Building Safety Facilitator will report to the Chair of this committee and the committee as a whole.

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 FSILG Cooperative, Inc. (FCI) is a member-owned and -operated corporation that was organized by members of the MIT FSILG system. The Cooperative was formed to improve the quality and lower the cost of products and services purchased by MIT fraternities, sororities, and independent living groups. FCI is a separate incorporated body from the AILG and MIT but is supported by both. Each member house owns one share of the Cooperative. The Board of Directors is elected by the member houses in the fall of each year and is the governing body of the Cooperative. FCI will coordinate the logistics of the BSF's contract, including providing office space, managing payments to the BSF, and approving expenses. FCI will also be managing document registration, process management, and inspection coordination as part of the SLI program.

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.

The MIT Environment, Health, and Safety Office (EHS) is responsible for overseeing operational EHS management at MIT.

The AILG and MIT will both be parties to the engagement contract.

### 3.1 Program Evaluation and Evolution

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 the actual charter will be subject to review and approval of the AILG membership.

## 4 ESCALATION AND EMERGENCY PROCEDURES

The AILG and MIT expect that all MIT FSILG houses will comply with the requirements of this program to maintain safe and legally compliant residences. From time to time, however, there may be individual houses which encounter difficulties in achieving compliance, and despite our best efforts there will still be occasional accidents and emergencies.

This section describes policies and procedures which come into play when lapses in compliance or other oversights are detected, or when actual emergencies occur. We distinguish between *escalation procedures* and

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*emergency response.* Escalation procedures address situations arising from neglect or failure to comply, situations 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.

The goal of all these policies and procedures is to provide additional resources and assistance so that each situation is addressed quickly and thoroughly.

## 4.1 Escalation Procedure

As stated above, the goal of the escalation process is to provide the assistance and motivation that FSILGs need in order to become safe and compliant. As with the program as a whole, it must respect both the autonomy of the FSILGs and also MIT's responsibilities to its students and their families. It must also balance the responsibilities of the individual FSILGs with those of the AILG, particularly the members of the Facilities Committee.

The escalation process is fairly mechanical: problems are addressed, resolved, or escalated. 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 escalations at 30, 60, and 90 days are automated as part of the SLI information system, and these escalations will typically be accompanied by personal contact of some kind. MIT has three escalation groups and may specify the membership of each group.

- First, FSILGs are responsible for themselves. The SLI's normal system of reminders and reports should, in the majority of cases, ensure that houses meet their obligations.
- Second, each FSILG works with either the BSF or their BSF-Alternate. The BSF or BSF-Alternate has the same level of information access as do the house members themselves. While the BSF is not responsible for reminding member houses of compliance requirements, s/he can be of assistance when asked.
- Third, the AILG Facilities Committee and MIT Group A are informed when documents expire. Each group would use its personal contacts with the alumni and students of the FSILG in question to find at least one person willing to take ownership of the issue at hand.
- Fourth, the AILG Accreditation Committee, the AILG Board, the Executive Board of the relevant student government, and MIT Group B are informed when an FSILG is 60 days out of compliance. These groups will also endeavor to find a responsible individual and also take the action appropriate to their sphere. For example, failure to comply may adversely affect a house's accreditation status.
- Fifth, if a house is out of compliance for 90 days or more, MIT Group C is notified and MIT should consider that house's persistent noncompliance with safety and/or licensing requirements as cause for withdrawal of approved housing status.
- Finally, of course, independent of anything which SLI, the AILG, or MIT have to say, FSILGs which do not maintain proper inspection and license certificates are at risk of being shut down by their municipalities, and unable to house anyone.



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The chart below describes the escalation of notifications as documents approach and move past expiration.

Notification to	30 days before	10 days before	Expired	30 days late	60 days late	90 days late
SLI contacts for the house	Y	Y	Y	Y	Y	Y
BSF or BSF-Alternate	Y	Y	Y	Y	Y	Y
BSF specifically			Y	Y	Y	Y
AILG Facilities Committee			Y	Y	Y	Y
MIT Group A			Y	Y	Y	Y
Executive Boards					Y	Y
MIT Group B					Y	Y
MIT Group C						Y

Again, in addition to these automated notices, if there is an immediate and serious safety hazard, the BSF or an employee of FCI should promptly contact the SLI contacts for that house (and BSF-alternate if applicable), the AILG Facilities Committee, and MIT contact group A.

### 4.2 Emergency Procedures

For the most part, emergency procedures are beyond the scope of this document and will be documented elsewhere.

An express goal of the SLI program is to provide accurate information in an emergency, information needed by those parties (typically MIT administrators or house corporation officers) who are managing the crisis. The “Information Access” section below describes particular access modes which are available during an emergency.

Every effort should be made to respect the privacy and autonomy of the FSILG involved, but the process must recognize that the safety of students in an emergency becomes a higher priority.

## 5 PROGRAM FEES

The two parts of the SLI program are billed separately. The first part is mandatory and covers overall program costs, including the SLI program support by the Cooperative and general support by the Building Safety Facilitator.

The second part is optional and covers inspections and other work by the BSF. Houses that decide to not use the BSF must provide an individual to perform the same functions. This individual must be approved by the AILG Facilities Committee and file the same reports as the BSF, as discussed above.

### 5.1 SLI Program Fee

Each FSILG will be assessed an SLI program fee to cover the costs of document registration, process management, inspection coordination, and general program support. All FSILGs with buildings must pay this SLI program fee. FSILGs with more than one licensed facility must pay a program fee for each separately licensed building.

The amount of this fee is \$500 per licensed building.

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## 5.2 BSF Fees

Each FSILG will have the option of utilizing the service of the Building Safety Facilitator and must opt for one of two pricing structures.

- **Pre-Paid Inspection Package**

The inspection package includes four inspections between July 1st and June 30th for \$500. The four included inspections can be used for required or optional inspections. Additional visits with reports are \$125 each and the BSF can be retained for non-inspection work at \$60/hour. Houses must opt-in to the package program by July 31st of each year.

- **No Package**

If a house decides not to choose the inspections package, each inspection will be \$175 and non-inspection BSF time is \$75/hour.

### 5.2.1 Fee Schedule

	<b>Inspection Package</b>	<b>No Package</b>
<b>SLI Program Fee</b>	\$500	\$500
<b>BSF Package</b>	\$500*	\$ 0
<b>BSF Additional Inspections</b>	\$125	\$175
<b>BSF Additional Hours</b>	\$ 60**	\$ 75**

\* includes four visits and reports

\*\* 50% more for weekends or evenings after 9pm

These fees are those currently planned for the year commencing 7/1/2006. Changes may be required for program or budget reasons.

## 6 SLI CONTACTS

Each FSILG will designate specific SLI contacts. The contacts will include at least two alumni/ae and two undergraduates, referred to as mandatory contacts. Group or alias email lists may be included as contacts but individual emails are required for at least the mandatory contacts. It is expected, but not required, that the contacts will include the undergrad and alum presidents and house managers. FSILGs in buildings owned by MIT may include MIT Real Estate Office employees on their contact lists.

The four mandatory contacts must also submit their daytime phone numbers, evening phone numbers, and mailing addresses in addition to their email addresses. This information may be included for non-mandatory contacts as well.

These contacts will be maintained in the same database as the FCI contacts to avoid duplication, with a binary flag denoting whether a particular individual is an FCI contact, an SLI contact, or both.

These contacts may also be provided to American Alarm, Inc. as a contact list for those houses subscribing to the AACI monitoring service.

## 7 REGISTERED DOCUMENTS

The SLI program requires that all houses register several documents. These documents will be stored digitally by the Cooperative and will be available on-line. The documents are divided into two categories: mandatory and optional. Mandatory documents must be submitted by the appropriate deadline. The registration of optional documents is recommended but not required.

Documents are also marked to show what level of access MIT will have to that particular document. Document access means that MIT has access to the full digital copy of the document. Status access means that MIT has access to the status of the document (current, late, etc.) but not the full digital copy. Please see the section on information access for additional description of access procedures.

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Document Name	Registration		MIT Access	
	Required	Optional	Document	Status
Boston Dormitory License	Y		Y	Y
Brookline Lodging House License	Y		Y	Y
Cambridge Lodging House License	Y		Y	Y
Boston Egress Inspection Report	Y			Y
Boston Fire Dept. Inspection Report	Y			Y
Brookline Egress Inspection Report	Y			Y
BSF: Egress Inspection	Y			Y
BSF: Egress Pre-Inspection	Y			Y
BSF: Fire Department Inspection	Y			Y
BSF: Fire Department Pre-Inspection	Y			Y
Cambridge Egress Inspection Report	Y			Y
Fire Alarm Inspection Report	Y			Y
Fire Escape Affidavit	Y			Y
Sprinkler Inspection Report	Y			Y
Ansul Inspection Report		Y		Y
BSF: Other Report		Y		
Elevator Inspection		Y		Y
Fire Alarm Event Report		Y		Y
Fire Escape Inspection Report		Y		Y
Fire Extinguisher Inspection Report		Y		Y
Hood Inspection Report		Y		Y
Screen Installation Report		Y		Y
Sprinkler Back Flow Test Report		Y		Y

In addition to the documents listed above, an FSILG may submit any other documents related to safety, licensing, or inspections to be scanned and stored in their locker.

### 8 INSPECTIONS PROCESS

This document describes the inspections that will be required and recommended for FSILGs as part of the SLI program. For all inspections, the house may use the BSF or their BSF-alternate (as approved by the AILG Facilities Committee). In this document BSF will be used to refer to either the BSF or the BSF-alternate.

Each inspection includes a full walk-through by the BSF, a post-walk-through review on-site, and an inspection report completed and posted on-line. All inspections require undergraduate participation. Alum participation is encouraged for all visits but not required.

Below are listed the required and recommended inspections. Mandatory inspections must be conducted by the BSF or an approved BSF-Alternate. The chart also specifies who is required to, and who is permitted to, attend each inspection.

It is recommended that the required pre-inspection walkthroughs be scheduled at least one month before the formal municipal or fire department inspection, to allow time for any discovered issues to be addressed. When a pre-inspection uncovers significant issues, it is recommended that a second pre-inspection be scheduled, a few days before the official inspection, to ensure that all issues have been adequately resolved.

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It is recommended (but not required) that FSILGs schedule additional inspections after the end of work week at the start of the fall term, and at the start of spring and summer terms. Additional inspections (quarterly, monthly, weekly, ad hoc) may be scheduled at the option of any FSILG.

Required Inspection	BSF	MIT	Alum	Undergrad
Before each municipal inspection	M	E	O	M
Before each fire department inspection (Boston only)	M	E	O	M
Each municipal inspection	M	E	O	M
Each fire department inspection (Boston only)	M	E	O	M

Key: M = Must attend; O = May attend; E = House may elect to allow MIT or BSF to attend

## 9 INFORMATION ACCESS

We distinguish between three main types of information access: regular reports, ad hoc access, and escalation notification. This section describes the information access for each of the following groups:

- MIT SLI contacts (Group A, Group B, and Group C)
- FSILG SLI contacts
- FCI employees
- Building Safety Facilitator
- BSF-Alternate
- AILG Facility Committee members
- Executive Board members of the AILG, IFC, Panhellenic, and LGC

### 9.1 Regular Reports

The designated SLI contacts for each house will receive a report on the 15th of each month listing the current status of all tracked documents. The email will include the name of the document, the due date for submission, and a link to the SLI web page to view their house-specific information. Expired documents will be highlighted.

The AILG Facilities Committee and MIT SLI Group A contacts will receive a report on the 15th of each month listing houses that have documents that are currently expired. The email will include the name of the house, the expired documents, and a link to the SLI status page to review the state of all FSILGs.

FCI staff and the BSF (or BSF alternate, where appropriate) will be copied on all regular report emails.

### 9.2 Ad Hoc Access

This section describes the levels of ad hoc access available to different parties involved in the SLI program. This section specifies when documents can be routinely accessed. The section on escalation specifies what parties will be notified if there is an urgent and serious safety hazard.

#### 9.2.1 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. Also, there are two varieties of access: status and document. Status access means the user can check to see whether the FSILG is up-to-date for that tracked document. Document access means the user can download the document itself.

There are two methods of document access, direct electronic access and delivered electronic access.

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Direct access means the user can log in directly to the SLI site and view and download the information directly. Direct access can be used for most documents which a particular class of user is preauthorized to view. Each individual involved in the SLI program will have a username and password specific to that individual.

Delivered access: in some cases, when a user is authorized to view a document which the registration system has not yet been programmed to permit, the user may request the documents from FCI, but does not need specific approval from the FSILG in question.

All access to documents, whether direct or delivered, will be logged. A house may view the audit trail of the accesses to its documents.

Optionally, an FSILG may declare that MIT has access to all of that house's documents (that is, beyond the specific documents listed in this section and in the "Registered Documents" section above).

### **9.2.2 Direct Electronic Access**

All system users (including MIT users and FSILG SLI contacts) may browse a status page listing the current state of all tracked documents for all FSILGs. (This page will not, however, be viewable by the general public.)

The SLI contacts for a particular FSILG (including their BSF-Alternate, if applicable) may view and download all documents for that house.

FCI employees and the BSF may view and download all documents for all FSILGs.

The SLI contacts for MIT (all groups) may view the dormitory or lodging licenses for all FSILGs.

If necessary during the resolution of an ongoing problem, members of the AILG Facilities Committee may view copies of all documents for all FSILGs.

In an emergency, designated MIT personnel may view copies of all documents for the FSILG experiencing the emergency. This emergency access is further documented below.

### **9.2.3 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 FCI staff, the BSF, the chair of the AILG Facilities Committee, or designated members of MIT Groups A, B, and C.

As with other access to information within the system, accesses under these provisions are logged and auditable. Use of the emergency access system also sends an automated notice to the SLI contacts for that house, to the AILG Facilities Committee, to all MIT SLI contacts, to the BSF, and to FCI staff.

Deployment of these emergency access provisions must necessarily take place within the larger context of an integrated emergency response plan developed jointly by MIT, the AILG, FCI, and the BSF.



## Safety, Licensing and Inspection Program Participation Agreement

INSTRUCTIONS: Fill in on line and print, or print and fill in by hand. Sign and mail to AILG SLI Program, c/o FCI, PO BOX 397068, Cambridge MA 02139 or FAX to 617-324-7048.

HOUSE CORPORATION: \_\_\_\_\_  
*Full legal name*

CORPORATION LEGAL ADDRESS: \_\_\_\_\_  
*House corporation legal address*

STUDENT ORGANIZATION: \_\_\_\_\_  
*Full legal name*

BUILDING ADDRESS: \_\_\_\_\_  
*Street, City, State, ZIP*

2ND BUILDING ADDRESS: \_\_\_\_\_  
*If applicable*

### Contact List

HOUSE CORP. CONTACT #1: \_\_\_\_\_  
*Name, phone, email is required*

HOUSE CORP. CONTACT #2: \_\_\_\_\_  
*Name, phone, email is required*

STUDENT CONTACT #1: \_\_\_\_\_  
*You will be able to update info and add more contacts online.*

STUDENT CONTACT #2: \_\_\_\_\_  
*You will be able to update info and add more contacts online.*

### 2006-2007 Academic Year Program and Fees

REGISTRATION is required for all recognized FSILGs. Fee is \$500 for each building, to be billed with AILG Dues.

BSF BASIC INSPECTION PACKAGE of four (4) BSF visits per year (recommended) \$500 due by July 31, 2006  
\$125 for each additional visit

INDIVIDUAL BSF INSPECTION without Basic Package \$175 per visit  
BSF HOURLY SERVICE FEE: \$60 with package, \$75 without

BILL TO: FSILG COOPERATIVE, INC., OR TO: \_\_\_\_\_

\_\_\_\_\_  
*Account Number*

\_\_\_\_\_  
*Street, City, State, ZIP*

If the services of the AILG's BSF are not elected, an individual of the FSILG's choice must be named to be reviewed and approved by the AILG Facilities Committee.

ALTERNATE BSF: \_\_\_\_\_  
*Name, phone, email is required*

The terms of the SLI Program, as described in the SLI Specification dated 6/20/06, are accepted. The Chair of the AILG is authorized to sign, jointly with MIT, a consultant contract with a Building Safety Facilitator, in accordance with the AILG Board resolution of 7/18/05.

HOUSE CORPORATION: \_\_\_\_\_ TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_  
*Signature*

AILG: \_\_\_\_\_ TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_  
*Signature*

FSILG COOPERATIVE: \_\_\_\_\_ TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_  
*Signature*