



The following is a resource to assist House Managers in their role of ensuring that the facilities are properly secured and maintained during University breaks. This checklist is intended only as guidance and should be used to complement existing resources that have been offered by a chapter's Housing Corporation and/or inter/national organization.

PRIOR TO ANY BREAK:

- Ensure that exterior doors and windows are well insulated, are capable of locking, and are capable of being closed and latched completely.
- Try to schedule someone to check periodically on the house over the break; this individual could be a member or alumni/ae who lives locally. Provide the individual or individuals with the following information:
 - Master Key
 - Alumnae/Alumni House Corporation/ Property Management Company Contact Info.
 - Emergency Response Contact Info.
 - Emergency Repair Company Options
- Repair any broken windows.
- Remove all refuse from the house and exterior property.
- Remove all perishable food.
- Unplug all non-essential appliances, electronic devices & cords.
- Make sure all smoke alarms are working properly.
- Inspect the hot water heater and exposed water lines and drain pipes for slow leaks.
- Pull down blinds and close curtains.
- Make sure any valuables are safe, locked, and out of plain view (i.e. bikes, grills, TV's, laptops.)
- Check all exterior light bulbs to make sure they are working properly.
- Record any damages to the house at your time of departure: this notation will be very useful if your house is damaged, vandalized, or burglarized over the break.
- Check tenants rooms for the following:
 - Unnecessary damage
 - Unplug all non essential appliances and electrical devices
 - Ensure heat registers are not blocked by personal belongings
 - Lock room/suite door for security.

PRIOR TO THANKSGIVING AND WINTER BREAK:

- Prepare a snow removal plan in the event of snow during the break. Local authorities require snow removal to be completed within 24 hours of the last snow fall. In the event snow isn't cleared within the 24 hour requirement, local authorities will contract with a local snow removal company and the property owner will be billed accordingly.
- Ensure furnace is on and thermostat is set at or above 60 degrees.
- Leave the doors to cabinets that contain water lines open, this will allow heat to enter the area.
- Check with your insurance companies and house corporations on any school break closing advice they might offer (following this list may help you when filing claims due to an emergency.)
- Ensure that services such as trash disposal, water, newspaper delivery, etc. have been addressed.

PRIOR TO SPRING BREAK AND SUMMER BREAK:

- Identify needed repairs and work with House Corporation and/or Property Maintenance Company to develop a plan for addressing any issues.
- Ensure that routine maintenance on furnace/boiler/AC is scheduled and addressed.
- Check all door and window seals to ensure they are not damaged. Replace if necessary.
- Inspect all rooms/suites and document all damage.
- Service and clean stoves, ovens, hood ranges, and other kitchen equipment.
- When not in use, remove all garden hoses and store them in an appropriate place inside your chapter house.
- Collect resident's contact information.
- Develop a plan for resident move-in for the upcoming semester.

Please reference the House Manager Guide for more information on facilities management and the necessary contact information in case of an emergency:

<http://www.virginia.edu/fsl/documents/FINAL%202010-2011%20UVA%20HM%20Guide.pdf>