

OPENING THE CHAPTER HOUSE CHECKLIST

- Work with property manager to ensure that a property inspection has been completed.
- Signed lease agreements are collected for all tenants.
- Signed membership agreements are collected for all tenants.
- Damage deposits are collected for all tenants.
- Keys are on hand for disbursement.
- Meet with all chapter officers to review rules for year.
- House rules and chapter standards are posted.
- Safety rules and emergency procedures are posted.
- HVAC/Boiler is operational.
- Appliances are operational.
- Plumbing is operational.
- Electrical system is operational.
- House is clean and ready for occupancy.
- Cleaning supplies are stocked.
- Lights are operational inside.
- Lights are operational outside.
- Grounds maintenance is complete and house is serviced by exterminator.
- Exit lights are operational.
- Fire extinguishers are operational.
- Sprinkler system is operational.
- Summer repairs and projects are complete.