

PROTECTING YOUR CHAPTER FACILITY OVER SUMMER BREAK

PROPERTY INSURANCE PROGRAM

PRE-BREAK CHECKLIST

Planning	Description	Date Completed
Room Checks	Perform room checks and process security deposit returns per lease agreements.	
Property Check	Arrange for a daily check of the property. Ask a responsible alumnus/alumna or hire a property management company.	
Summer Lease Agreements	If members will live in the facility over the summer, have them sign lease agreements for the specific time frame of occupancy.	
Non-member Occupancy	Contact Favor and Company if someone other than your members will be occupying the facility over the summer.	


Communication	Description	Date Completed
Local Authorities	Notify local authorities if the facility will be unoccupied. Provide contact information for someone from your house corporation in case there is an emergency. Ask campus and local police to increase patrols in your area to deter burglars and vandals.	
Utility Companies	Contact utility companies to ensure proper contact information is on file. Address any special needs.	
Mail & Delivery Service	Suspend mail and delivery service to the chapter facility.	
Host Institution	Share house corporation summer contact information with your host institution.	
Neighboring House Corporations	Provide neighboring house corporation contacts with your contact information. Work together to monitor facilities or share the cost of hiring a property management company for the period of unoccupancy.	
Alarm Monitoring Companies	Update contact information with alarm monitoring companies and keep alarm service active during break.	

Weather	Description	Date Completed
HVAC Settings	Set air conditioning to 85 to prevent mold and mildew.	
Secure Outdoor Items	Prepare for high wind, rain, and strong storms. Ensure exterior items are locked, closed up, and/or stored inside.	
Disaster Planning	Plan for a hurricane, if in an applicable area. Visit http://www.nhc.noaa.gov for more information.	
Gutters & Downspouts	Clean and inspect gutters and downspouts to ensure proper water drainage away from the building during heavy rain.	

DURING BREAK CHECKLIST

Maintenance	Description	Date Completed
Wiring, Electrical Cords and Plugs	Check for wear or damage. Replace if necessary.	
Roof	Hire a professional to complete an inspection of the roof and address concerns.	
Water Heater	Flush out hot water to remove accumulated sediment.	
Outdoor Irrigation	Inspect and repair outdoor sprinkler and irrigation systems. Store hoses, secure outdoor water spigots / house bibs with locks.	
Interior Water Supply	Turn off interior water supply ONLY if it will not affect the sprinkler system (if present).	
Windows	Caulk and seal windows to prevent water seepage.	
Sump Pump	Ensure sump pumps are operating properly.	
Kitchen	Thoroughly clean kitchen, kitchen appliances and kitchen fire suppression system.	
General Cleaning	Perform general cleaning inside and out, ensuring removal of all trash and debris.	

Security	Description	Date Completed
Locks	Check and secure locks, ensure dead bolts are in place.	
Exterior Lighting	Ensure all exterior lighting is operational.	
Exterior Maintenance	Keep exterior maintained to discourage vandalism and demonstrate people are checking on the property or occupying it.	

Schedule Annual Inspections	Description	Date Completed
Exit Signs & Emergency Lighting	Ensure all systems are in good working order and any necessary repairs are made prior to reopening in the Fall.	
Fire / Smoke Detection Systems	Contact a licensed contractor to perform these important inspections of the following loss control / life safety systems:	
Fire Extinguishers		
Sprinkler System		
Kitchen Exhaust / Fire Suppression System		
HVAC System		

We encourage you to visit our website to print out a copy of our complete Fraternity / Sorority Risk Management Survey and conduct a complete walk-through on your own.