



**Greek Housing Implementation Proposal  
Office of Student Life  
2015**

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## OVERVIEW

Ohio State's Second-year Transformational Experience Program (STEP) was developed as a continuation of the university's effort to redefine the student experience. STEP is designed to focus on student success and development and will allow students the opportunity to engage in activities that cater to their individual interests and needs. Through interactions with faculty, students will be able to develop tools for life and build essential network connections. By fulfilling the program requirements, students will be eligible to receive a fellowship of up to \$2,000 to use towards an experience in which they might otherwise not have the resources to participate. During their time together, STEP Faculty will help students explore six unique, educational-enriching categories: Artistic and Creative Endeavors, Internships, Leadership, Service-Learning and Community Service, Study Abroad and Undergraduate Research.

In conjunction with STEP, beginning in the fall 2016 semester, all second-year students will be required to live in approved on campus housing. Because of the nature of fraternities and sororities as values based organizations with comprehensive educational pillars focusing on academic achievement, leadership development, civic engagement, community service, philanthropy and social development, Greek letter organizations are uniquely positioned to augment the mission of STEP. Because of these values and the housing infrastructure that exists within the Ohio State Greek community, sororities and fraternities have been approved as partnering organizations whom can have their living facility approved for second year student living.

A committee of Greek students, faculty, staff, alumni and (inter) national volunteers drafted an initial standard to define this partnership. This document was shared with the community for feedback in late spring and throughout the fall semester of 2013. This document envisioned a safe and welcoming community environment which fosters academic excellence, responsible behavior, pride in community, and the maintenance and continual improvement of sorority and fraternity housing for its members, alumni and the broader Columbus community. A final version of the document, the Greek Housing Standard, was sent to the community in the spring 2014 semester.

Beginning in spring 2014 and continuing into fall 2014, Greek students, faculty, staff, alumni and (inter) national volunteers were formed into implementation committees to discuss the details of the Greek Housing Standard. The purpose of these implementation committees was to define for chapters how best to implement these proposed standards in day to day operations. Where the Greek Housing Standards provided an overview of the goals for Greek housing as part of the second-year living requirement, the implementation committees provided specific details on how each standard should be observed by a partnering chapter and living facility. Six unique implementation committees were formed to provide more input on the Greek Housing Standard. Implementation committees included:

- Academics and Technology Implementation Committee
- Alcohol and Social Events Implementation Committee
- Alternative Housing Implementation Committee
- Audit and Accountability Implementation Committee
- Greek Community Association Implementation Committee
- Housing Director Implementation Committee

The work of these implementation committees is contained in this document.

## **Executive Summary of Guidelines**

### ***Academics and Technology Implementation Committee***

- Common study space must be conducive to studying and have a minimum of 3 hours per day dedicated specifically for this purpose.
- Quiet hours should be posted in the facility during dedicated study space hours Sunday through Thursday.
- Space(s) can be multipurpose, but hours must be defined.
- One desk to be used for studying must be present in each student bedroom.
  - No more than 3 students per desk in any room.
- Chapters must institute a written process for members to reserve space for meetings with Second-Year Transformational Program faculty advisors in facilities where applicable.
- A technology checklist will be included as part of a chapter's second year living audit process to identify available technology for chapter members.
- The technology checklist will be used to determine if the provided technology meets the needs of the members.
- Technology needs will be considered on a case by case basis for each chapter, taking into consideration members and the structure of the living facility.

### ***Alcohol and Social Events Implementation Committee***

- Chapters must abide by the alcohol policies of The Ohio State University as defined in the Student Code of Conduct and the Residential Living Handbook.
- Chapters must abide by the alcohol policies of their respective governing council (Interfraternity Council, Multicultural Greek Council, National Pan-Hellenic Council or Panhellenic Association).
- If a chapter's inter/national policies on alcohol and risk management are more restrictive than those of Ohio State, the chapter must follow this policy (whichever is most strict).
- Chapters can apply for up to six (6) exemptions per semester to use alcohol at events at the chapter facility. This exemption must be for a special event limited to:
  - Alumni/ae event
  - Parent or Family Event
  - Date Party
  - Fundraiser
  - Annual Event
- A Sorority and Fraternity Life staff member will be responsible for the review and approval/denial of all alcohol event exemptions.
- No special events will be approved during academic finals.

### ***Alternative Housing Implementation Committee***

- A Greek Housing Preference will be added to the housing renewal application and sorority and fraternity membership will be allowed to preference living as a group in residence halls beginning Fall 2016.

- Sorority and fraternity members and non-members will be mixed on floors as needed to preserve the overall community of the residence hall.
- Resident Advisors will be selected for any floor housing sorority or fraternity members in a manner consistent with the resident advisor selection process.
- The resident advisor should not be a member of the chapter who resides on her/his floor.
- Because of limited bed spaces in University Housing, only sophomore members may be able to reside in the residence halls.
- Sorority and fraternity members can transition from University Housing to approved second year living chapter facilities before June 1 of a contract year without penalty.
- Chapter members in residence will be held accountable to all rules and regulations of university housing.

### ***Audit and Accountability Implementation Committee***

- An on-line Greek Housing Second-Year Student Eligibility Application will be created to gather needed information to determine if a chapter facility should be approved for second-year student living.
  - The application will gather information including but not limited to:
    - Licensure, maintenance and trainings
    - Academics and technology
    - Live-in advisor
    - Safety & security
- The Greek Housing Second-Year Student Eligibility Application will be accepted on a rolling basis and must be submitted annually.
- Applications will be reviewed by Student Life staff members to determine completion of all required information.
- Once application completion is verified, Student Life will schedule a facility audit to assess house infrastructure, exterior conditions and interior health and safety.
- Student Life will complete a Crime Prevention Through Environmental Design (CPTED) analysis for each applicant to provide suggestions for improvements.
- Once the application is submitted and the trainings, on-site walkthrough, facility audit, and CPTED analysis are complete and approved, the applicant will be eligible to house second-year residents.

### ***Greek Community Association Implementation Committee***

- The Greek Community Association (GCA) will require the infrastructure of an additional staff member to support the various functions of the organization.
- The Ohio State University should provide funding for this staff position as funds are available.
- The Fraternity Managers Association will have an ex-officio member appointed to the Greek Community Association Board.
- The Greek Community Association should charge all member groups an annual fee to support GCA initiatives.
  - The fee would be a combination of a flat fee (\$100) and a per bed fee (\$3 per bed) that will be charged to each member organization. The per bed fee will be based upon the bed count in the designated chapter house.

- Chapters should make all efforts to resolve intra-chapter conflicts regarding their housing units themselves before involving the GCA.
- The GCA should partner with current systems in place, including but not limited to Student Life Sorority and Fraternity Life, the Joint Council Judicial Board, chapter's standards boards, the Greek Progress Review Board and Student Life Student Conduct to hold chapters accountable as applicable.
- The GCA should work with Ohio State to provide information and resources to house corporations as they make facility improvements and upgrades.

### ***Housing Director Implementation Committee***

- Each chapter must have a live-in advisor or equivalent position.
- Each chapter will create a University approved job description for this individual.
- The House Director must be at least one year removed from their undergraduate experience. Graduate and professional students are eligible to fill this role.
- The University will provide templates and consultation for the development of live-in advisor's job description.
- The university will provide a centralized hiring process for live-in advisors.
  - Chapters may recommend eligible candidates to participate in this process.
  - The Office of Student Life Sorority and Fraternity Life will:
    - Gather and review applications (on a rolling basis)
    - Host a House Directors hiring event for potential candidates.
      - House Corporation Board members and chapters officers can participate and conduct interviews during this event.
- Non University managed chapters, in consultation with Student Life Sorority and Fraternity Life, will be responsible for choosing their own house director following the parameters of this document.
  - All House Directors must pass the background check process as outlined in this document.
  - In cases where a house director does not meet approval, the chapter must provide an alternate solution that fulfills the requirements outlined in this document.
- The University will provide multiple opportunities for training and education for the House Directors.
  - House Directors will have a required annual House Director Training at the beginning of the academic year and during the annual sorority and fraternity officer training conference, currently known as GO!.
  - During mandatory monthly meetings, trainings will be utilized to further house director skill sets.
- House Directors will have core responsibilities and performance expectations which include but are not limited to:
  - Maintaining chapter facility as primary residence and be present and available to residents.
  - Responding to emergencies immediately.
  - Understanding executing crisis management and emergency response protocol.
  - Serving as primary on call response personnel for house and back up on call responder for other properties as appropriate.
  - Overseeing and facilitating maintenance of house.
  - Responding to incidents impacting the facility where residents are at immediate risk.
  - Creating a positive living environment through responsible behavior.
  - Facilitating regular meetings with chapter members, alumni, and University Staff to ensure the successful management of the sorority/fraternity facility.



- Building a sense of community among alumni and chapter members.
- Any house director, before being hired, must pass a University approved background check process including:
  - Social Security Number (SSN) Trace
  - Criminal Records (Felony and Misdemeanor County Criminal Database, State Criminal Database, National Criminal Database, Federal Criminal)
    - Because no centralized system exists to check all criminal databases, service providers need to check the federal, state, and county records in each place an applicant resided. The most accurate records are at the county level, where individuals are usually charged with a crime.
  - National Sexual Offender Registry Search

## Academic and Technology Implementation Committee

### *Summary of Academic and Technology Implementation Committee's Work*

The Academic and Technology Implementation Committee was asked to determine the implementation process and detailed understanding of the academic and technology guidelines of the Greek Housing Standard. The Committee held five meetings and discussed security to ensure technology is safe, study space to ensure that the dedicated study space is conducive for studying, flexible furniture space, appropriate technology for the chapter facility, faculty advisor meeting space and house capability. The committee created expectations for technology use and support for chapters that allowed for flexibility and individual needs of chapter members.

Because technology is important for the academic needs of chapter members, chapters must provide technology that supports the academic priorities of students. As all chapters houses are different and have different needs, technology infrastructure (i.e. routers, bandwidth, firewalls, etc.) specifications will not be determined outside of demonstrating that infrastructure is present and meeting the needs of chapter members. Chapters must ensure chapter members are satisfied with the technology services available. University staff members from the Office of Student Life Technology Services will be available to provide recommendations and serve as a consultant for chapters desiring assistance to advance and enhance technology needs of the chapter facility.

### *Committee Members*

John Asendorf, Alumni Advisor Alpha Sigma Phi (Co-Chair)

Gene Bassin, Student Life Technology Services

Kate Butler, Student Life Sorority and Fraternity Life

Dilna Cama, Student Life Neighborhood Services and Collaborations

Sharrell Hassell-Goodman, Student Life Sorority and Fraternity Life

John Link, Student Life Director Student Life Technology Services

Heather Wiley, Pi Beta Phi Undergraduate Member (Co-Chair)

### *Academic & Technology Guidelines for: Study Space*

- I. **Study Space**
  - a. *Chapters:* Each chapter shall define a common functional academic space specific to the chapter's facility. Chapters are encouraged to consider flexible spaces to meet a variety of academic needs, including but not limited to, study space, small group meeting space, and classroom space.
  - b. *University:* The University will assist chapters in identifying flexible furniture and furnishings and will provide consultation in the design of spaces.



- c. Academic & Technology Implementation Committee provides the following guidelines for Study Space:
  - i. Dedicated study space that is conducive to studying established and published hours of no less than 3 hours per day to include evening hours.
  - ii. Quiet hours in conjunction with study hours.
    - 1. Sunday through Wednesday are recommended.
    - 2. Chapter to submit published hours.
    - 3. Space could be dining facilities and/or chapter meeting room.

### ***Academic & Technology Guidelines and Recommendations for: Study Space***

#### **I. Student Desks**

- a. *Chapters:* Chapters will provide at least one desk per bedroom /dayroom. Chapters may petition for approval for alternatives to a non-traditional desk.
  - i. Academic & Technology Implementation Committee provides the following guidelines for Student Desks:
    - 1. Desks:
      - a. One desk per room with maximum of 3 students per room.
    - 2. Flexible furniture
    - 3. If so desired, Student Life can help with consultation but does not provide furniture.

### ***Academic & Technology Guidelines and Recommendations for: Faculty Advisor Meeting***

#### **I. Faculty Advisor Meeting**

- a. *Chapters:* Chapters will designate appropriate space for one on one meetings between students and the faculty advisor for the Second-Year Transformational Program as applicable within the living facility.
- b. *University:* The University will provide faculty advisors to the second-year students in compliance with the Second-Year Transformational Experience Program.
  - i. Academic & Technology Implementation Committee provides the following guidelines for Faculty Advisor Meeting Space:
    - 1. Chapters will institute a written process for members to reserve space for meetings with faculty STEP advisors as needed within the living facility.

### ***Academic & Technology Guidelines and Recommendations for: Information Technology***

#### **I. Information Technology**



- a. *Chapters*: The facility shall provide or have a reasonable plan to provide current information technology resources that support the academic experience.
- b. *University*: The University will work proactively with chapters towards obtaining the latest technologies for the chapter facilities and overall student community.
  - i. Academic & Technology Implementation Committee provides the following guidelines for Information Technology on the Greek Housing Second-Year Resident Eligibility Application
    1. Technology Checklist to complete during application process:
      - a. Do you have wireless?
      - b. How many megabytes per person do you have?
      - c. What is your bandwidth, is it enough to allow members to use the house?
      - d. Do you have security and monitoring system to ensure that multiple people have access to the internet?
      - e. Do you have a firewall?
      - f. Do you use QoS to throttle bandwidth?
      - g. How many routers (devices) do you have?
      - h. Where are the routers (devices) located?
      - i. Are the devices protected, locked up and protected from environmental concerns (water, high temp. etc.)?
      - j. Do you have wireless access points?
      - k. Do you have a net shelter for your equipment?
      - l. If you do not know the answers to these questions please contact your internet provider.
- c. An acceptable minimum standard for technology varies depending on the group. Chapters must meet members' satisfaction (survey, etc.) and general recommendations from Student Life IT. Understanding hardware refreshing is important and necessary.

## **Alcohol and Social Events Implementation Committee**

### ***Summary of Alcohol and Social Events Implementation Committee's Work***

The Alcohol Implementation Committee was asked to provide expectations and clarify the process and policies for chapters choosing to participate in the requirements for approved second year student living as outlined by the Greek Housing Standard. Specifically, the committee examined hosting chapter events with alcohol at the approved living facility. The committee held seven meetings and discussed what determined the size, nature and scope of an event in which alcohol would be permitted. The committee created expectations and defined types of social events; created guidelines for chapters to follow, risk management policies, registration process and accountability.

The committee reviewed the Greek Housing Standard and developed the Special Events Exemption Form. This form explains the expectations, application process, event details, planning and preparation process before, during and after the event and the officers and chapter members responsible for the event. Chapters are expected to gain permission from and follow guidelines of their (Inter) National organizations in order to host events.

### ***Committee Members***

Scott Beverage, Alpha Tau Omega President

Amanda Blake, Student Life Student Wellness Center

Tessa DiTirro, Kappa Alpha Theta President (Co-Chair)

Griffin Lahre, Sigma Alpha Epsilon President

Antonio-Phillip Lytle, Student Life Sorority and Fraternity Life

Zachery McCune, Phi Gamma Delta President

Tanner Schoen, Delta Theta Sigma President (Co-Chair)

Rochelle Toth, Student Life Sorority and Fraternity Life

Doug Ullum, Alumnus Tau Kappa Epsilon

## ***Alcohol and Social Events Recommendations***

- I. Chapters are expected to abide by the alcohol policies of Ohio State as defined by the both the Student Code of Conduct and the Residential Living Handbook.
  - a. If a chapter's national/internal policy for alcohol and risk management is more limiting than the policies of Ohio State, the organization must abide by the policy of the national/international organization.
    - i. Whatever policy is the most limiting (strict) is the policy that takes precedence.
- II. Chapters can apply for an exemption to use alcohol at special events hosted in the facility. Such events may include:
  - a. Alumni Event
  - b. Parent's or Family Event
  - c. Date Party
  - d. Fundraiser
  - e. Annual Event: Must have specific purpose and not just an annual party
- III. Chapters are able to apply for no more than 6 events per semester.
- IV. Chapters need to apply for the exemption at least 30 days prior to the event. As long as the application is received 30 days in advance of the event, a chapter has up to 14 days prior to the event date to make any edits or add additional details to the exemption form (i.e. add sober monitor names).
- V. Groups can ask for exemptions from Aug 1 through May 30 of the same academic year. This timeframe is when the limit on the number of special events applies.
  - a. Events outside of this timeframe must be approved through Sorority and Fraternity Life but will not count towards the allotted exempted events.
- VI. The exemption form (Appendix D) should be electronic and combined with the current social event registration form so that chapters don't have to complete two (2) separate processes.
- VII. The online system should send chapters an email reminder 14 days prior to the event so that they can add details and any additional information necessary.
- VIII. A Sorority and Fraternity Life staff member should be the person reviewing the exemption form and approving the events.
- IX. The Joint Council Judicial Board from the four student governing councils (Interfraternity Council, Multicultural Greek Council, National Pan-Hellenic Council and Panhellenic Association), working in close collaboration with Student Life Student Conduct, will continue to hold chapters accountable as applicable. Student Life Student Conduct working with Student Life Sorority and Fraternity Life will make determinations on judicial processes.
- X. It is important to have consistent standards for all groups including the type of event and exemption process.
- XI. No "special events" are permitted to happen starting with Reading Day and continuing through the end of finals' week of each academic term.

## Alternative Housing Implementation Committee

### *Summary of Alternative Housing Implementation Committee's Work*

As part of the second year on campus living requirement, sororities and fraternities will have the option of having their chapter houses audited and approved for second year students to live. Because of the nature of fraternities and sororities as values based organizations with comprehensive educational pillars focusing on academic achievement, leadership development, civic engagement, community service, philanthropy and social development, Greek letter organizations are uniquely positioned to augment the mission of STEP. Not all social sororities and fraternities at Ohio State (those governed by the Inter-Fraternity Council, Multicultural Greek Council, National Pan-Hellenic Council and Panhellenic Association), however, have a primary off-campus living facility. This is due to a combination of both available off-campus housing that can accommodate the sizes of the chapters and chapters not having enough members to support such large houses. Therefore, though many groups are examining how they can best meet the requirements outlined by the Greek Housing Standard, many other groups do not even have a viable group housing option. The Alternative Housing Implementation Committee was asked to examine how The Ohio State University could support chapters which are smaller in membership numbers and lack housing and chapters without viable housing and/or chapters who have outgrown their existing facility so that these groups can position themselves to support STEP.

First, as mentioned above, many of our sorority and fraternities lack the membership to support a house where all chapter members can reside together. The University district is also limited in the availability of housing that can accommodate large groups. Taking into account these distinct challenges, the Alternative Housing Committee examined the viability of university owned and managed properties, including residence halls, being an option for group living for these sororities and fraternities. This issue especially exists for chapters within our Multicultural Greek Council, our National Pan-Hellenic Council and for newly colonized groups within the Inter-Fraternity and Panhellenic Association Councils respectively.

Second, as many of our larger chapters have memberships greater than the capacity of their primary living facilities, and understanding that Ohio State students must reside on campus for two years, the group examined whether or not chapters could request members who do not fit into their primary facility living together in a university owned and managed space, including residence halls. This category could also include new chapters to Ohio State (known as colonies) who have not secured group off campus housing to date but may have very large chapter numbers who wish to reside together.

### *Committee Members*

Dilna Cama, Student Life Neighborhood Services and Collaboration

Patricia Castillo, Alpha Psi Lambda Member and MCGC President

Toni Greenslade-Smith, Student Life Housing Administration

Kejuan Johnson, Iota Phi Theta President and NPHC President

Cheryl Lyons, Student Life Residence Life

Ryan Lovell, Student Life Sorority and Fraternity Life

### ***Alternative Housing - Availability of University Owned Houses***

I. On occasion, University Housing has obtained housing units in the off campus area (east of High Street or North of Lane Avenue). The current Veterans House (237 E. 17<sup>th</sup> Avenue), which was used as a transition space by several fraternities in the past, is one such example. As it currently stands, University Housing does not own or manage properties that would fulfill the needs of chapter housing. If such properties were to come available in the future, we will resume the conversation if such a space may make sense for sorority or fraternity living.

### ***Alternative Housing Recommendation – Accommodating Requests of Sorority and Fraternity Students Living together in University Housing***

- I. The committee recommends that sorority and fraternity members be allowed to preference living as a group in a University Residence Hall beginning for housing in Fall 2016.
  - a. This includes both small chapters who do not have living facilities as well as larger groups whom may not be able to accommodate their entire chapter, specifically the sophomores (2<sup>nd</sup> year students), into their living facility.

### ***Alternative Housing Guidelines for Greek Housing Preference – Smaller Chapters or Individual Chapter Members***

- I. A Greek Housing Preference will be added to the housing renewal application for housing beginning Fall 2016.
  - a. Organizational members will be able to preference their roommate choices just as other students are able to do when renewing their on-campus housing contract.
  - b. Fraternity and sorority students can also preference where they wish to live on campus and can work together to have members live on the same floor by referencing those choices on the contract.
  - c. This method is applicable for chapters or chapter members who need 1-3 rooms in a particular location.

### ***Alternative Housing Guidelines for Greek Housing Preference – Larger Chapters or Groups of Chapter Members***

- I. If a larger chapter or several rooms of chapter members (more than 3) wish to live together in a university residence hall, they should contact the Director of Sorority and Fraternity Life to make their desire known.
  - a. This must occur by the end of January for the following academic year (based upon the current timeline for housing contract renewal).
  - b. The Director of Sorority and Fraternity Life will notify University Housing of the request of the chapter members to live together.



- c. University Housing will work with the Director of Sorority and Fraternity Life and the chapter members to identify the best options for group living and will make every effort to place as many members together in the same location as possible (floor, residence hall, etc.).
- d. Groups may be able to maintain the same space from year to year.
  - i. Placements will be done keeping in mind needs from University Housing to close facilities from time to time to accommodate renovations or other facility projects.
  - ii. University Housing, based upon institutional priorities, may move chapters to a different location from year to year.

### ***Alternative Housing Recommended Limitations to Greek Group Housing***

- I. Priority will first be given to groups who do not have chapter housing over groups who need additional spaces to house members. Sorority and Fraternity Life will assist University Housing in identifying which groups define which categories.
- II. Greeks and non-Greeks will be mixed on floors as needed.
  - a. This removes the territoriality that could exist if a floor is mostly members of a chapter with just a handful of students who are not Greek.
  - b. This helps to build the community on the floor by balancing residents as members and non-members.
  - c. If a chapter has enough members to occupy an entire floor, Sorority and Fraternity Life and University Housing will discuss how best to place this organization in a residence hall.
    - i. This could include utilizing more than one floor for the organization.
    - ii. Priority will continue to be placed on ensuring all residents of a floor, both Greek and non-Greek, have an extraordinary living experience.
- III. All residents, both Greek and non-Greek, are subject to the rules and regulations of University Housing as outlined in both the Student Code of Conduct and the Residential Living Handbook.
- IV. University Housing is not responsible for enforcing chapter rules within the Residence Halls.
  - a. For example, if a chapter has a rule that visitors are not allowed after certain hours, University Housing will not enforce this policy as it is not in accordance with residence hall policy.
- V. A residence advisor (RA) will be selected by University Housing in accordance with current procedures for selection.
  - a. A member of the chapter will not be selected as the RA for a floor where that chapter's members reside.
  - b. Chapter members are permitted to apply for the RA selection process but, if hired, will not be placed on the chapter's floor(s).
  - c. University Housing and Sorority and Fraternity Life should work together to provide specific training as needed for RAs whose responsibilities include designated Greek members living together.
- VI. Initially, because of limited bed space in residence halls, chapters may be limited to just sophomores residing within the requested residence halls spaces even if off campus juniors and senior desire to live-in. As chapters renew spaces from year to year, upper-class students beyond sophomore year may



have the ability to renew their on-campus housing contracts thus expanding chapter members who are sharing a space.

- a. For example, initially, bed space may not be available for upper-class students beyond sophomore year (juniors, seniors, etc.) who currently live off campus to move back on campus as part of the group living preference.

VII. Sorority and Fraternity members can transition from University Housing to STEP approved chapter facilities prior to June 1 of a contract year without penalty.

- a. Any transition from a residence hall to a chapter facility after June 1 of a contract year may result in fees for breaking the contract.

### ***Alternative Housing Recommendation for Residence Hall Meeting Space***

- I. Many of the residence halls have meeting spaces within the building that could accommodate the needs of a chapter. At this time University Housing is still determining a process by which the priority of requests on these meeting spaces is decided. As this process is finalized, sororities and fraternities who do not have a designated chapter house and are residing in a residence hall should be given consideration to having some priority on these meeting spaces. It is recommended this issue be revisited once a policy is finalized to determine the viability of such a priority



## Audit and Accountability Implementation Committee

### *Summary of Audit & Accountability Committee's Work*

The Audit and Accountability Committee was asked to draft a process by which sororities and fraternities could apply and become eligible to house second-year students as residents. The Committee held five meetings and discussed eligibility requirements, process options, logistics, funding, timing, implementation, and resources that may assist sorority and fraternity chapters with the application process.

The Committee reviewed the Greek Housing Standards and developed two key documents: (1) a draft application form with criteria explanations; and (2) a process flowchart. Supplemental materials also were created to support the documents. This overview summarizes and explains the second-year resident application and eligibility process. This overview also contains committee recommendations that may improve the application and eligibility process.

### *Committee Members*

Colin Barclay, President Alpha Gamma Rho (Co-Chair)

Lisa Barrett, Panhellenic Association/Alpha Epsilon Phi Sorority

John Blust, Student Life Budget and Planning

Sharrell Hassell-Goodman, Student Life Sorority and Fraternity Life

Thyrone Henderson, University Housing

Judy Huffman, Fraternity Management Association

Rob Lyons, Facility Planning and Design

Ryan Lovell, Student Life Sorority and Fraternity Life

Brandon Reese, Pi Kappa Alpha President

Jeff Roe, Energy Management and Sustainability

Alex Sanchez, Neighborhood Services and Collaboration

Steve Schick, Facility Planning and Design

Dave Wright, Alumnus Beta Theta Pi (Chair)

## Second Year Living - Application Timeline

<b>Fall 2015</b>	Student Life publishes Second-Year Greek Resident housing application.
<b>Fall 2015</b>	Chapters begin to submit application and documents online.
<b>Fall 2015 / Spring 2016</b>	University performs Chapter House walkthrough to confirm application information.
<b>Fall 2015 / Spring 2016</b>	University performs facility audit and provides suggestions to Chapter.
<b>Fall 2016</b>	Chapters that complete process are eligible to house second-year residents.

*Applications are accepted on a rolling basis.*

## Second Year Living - Application

**Overview:** The Greek Housing Second-Year Resident Eligibility Application is the first step in the process to house second-year students. In fall 2015, the Eligibility Application will be available online at a location to be determined. The application criteria will mirror the requirements in the Greek Housing Standards. A draft application is provided as Attachment A, which contains both the required and recommended criteria as outlined in the Greek Housing Standards.

**Explanation:** The Eligibility Application requests information related to: annual licenses, maintenance and training; academics and technology; live-in advisors; safety and security. A live-in resident (e.g. house manager), house corporation member, or an individual within chapter leadership can gather the materials and information required for the application. For some application criteria, applicants will have the opportunity to describe or attach policies explaining how they are satisfying the criteria.

**Recommendations:** The committee agreed that an online form was the most efficient and user friendly process for submitting application information and materials. The committee also felt that it was not only helpful for the application process, but beneficial for the chapter as well, if both live-in members and the house corporation participated together to complete the application. The Office of Student Life will develop a presentation/training to guide sororities and fraternities through the application steps. Once a chapter is ready to submit its application, a member of the house corporation, and the house manager or the chapter president can e-sign and submit the online form. The committee also recommends that the application be submitted annually; however, some criteria may be satisfied by responding "No change from previous year".

## ***Second Year Living - Application Sections***

**Annual Licensure, Maintenance, and Training:** This application section requests copies of all city and state licenses held by the chapter, including license dates. Licenses include, but are not limited to, rooming house, fire and food/health inspection licenses. Applicants can scan and attach each license and enter the date of the license on the online form. The remaining criteria in this application section relate to either the dates of annual training or dates for university-performed walkthroughs.

**Academics & Technology:** This application section requests information relating to the Second-Year Transformational Experience Program, including a common functional space, a desk (or approved alternative) for each bedroom/dayroom, a designated one-to-one student and faculty advisor meeting space, and a plan/description of how the chapter provides current informational technology resources.

**Recommendations:** The committee recommends that in addition to marking “Yes,” “No” or “Unknown” for each criterion, applicants additionally describe their academic space(s), meeting space(s) and IT plan/resources.

**Live-In Advisor:** This section asks whether or not the chapter has established a live-in advisor (or equivalent) position. The university will provide templates and consultation for the job description.

**Safety & Security:** This section applies to resident/guest safety, home security, fire safety, grounds maintenance and adherence to university policies on alcohol and tobacco usage. Applicants will have the opportunity to respond whether or not they have a key policy, smoke alarm system, snow/ice policy and grounds/trash removal policy. Applicants may either describe their policies or attach any applicable policies to the online form.

**Recommendations:** Sample policies are included in Attachment B. Sororities and fraternities can adopt the sample policies as their own (with any applicable edits), or create their own policies. The committee notes that the current safety and security criteria exclude interior safety, specifically health safety. The committee recommends a new required standard that reads: “Interior cleaning, appearance, and health policy established.” A sample policy with clear guidelines is included in Attachment B.

**Signatures:** The committee suggests the addition of a signature section to the application so that both the live-in representative and house corporation representative take ownership of the information and policies provided in the application.

## ***Second Year Living - Application and Eligibility Details***

The committee anticipates that sororities and fraternities will have their Eligibility Application completed and submitted to Sorority and Fraternity Life beginning fall 2015. The application will be reviewed by a Student Life representative.

Student Life will review the application and notify applicant(s) of any missing information. It is up to the sororities and fraternities to submit the required information; the application process will not continue unless Student Life receives all application information.

Beginning fall 2015, Student Life will schedule with each applicant a day and time to complete an on-site walkthrough to confirm application responses. If any criteria are not satisfied, the sorority or fraternity will have an opportunity to address the issue(s) and reschedule a walkthrough. Reschedules will be subject to university staff availability.

Sorority and fraternity chapter representatives are required to attend all university-provided trainings [i.e. Live-In Advisor training, Collegiate Representative (house manager) training, and Housing Corporation Board Member training]. Student Life will keep track of which representatives attended training(s).

Student Life will schedule a Facility Audit with each applicant to assess house infrastructure, exterior conditions and interior health and safety. The purpose of the Facility Audit is to assess the viability of the facility as an approved second year living option and to provide helpful suggestions to the chapter. After the audit, the application process will continue unless there are any immediate life safety issues, which would require correction by the chapter and a re-visit from the university.

Student Life also will schedule a CPTED (Crime Prevention through Environmental Design) analysis with the applicant. Much like the Facility Audit, the CPTED analysis will provide helpful suggestions that may enhance resident safety.

Once the application is submitted and the trainings, on-site walkthrough, facility audit, and CPTED analysis are complete, the applicant will be eligible to house second-year residents. The earliest anticipated date for eligibility is fall 2016. If at any time a chapter does not satisfy any of the required criteria, the Greek Community Association may revoke the chapter's eligibility to house second-year student residents. These residents will then need to work with University Housing to find approved accommodations for second year living. Sororities and fraternities may renew their eligibility to house second-year residents by completing the application process prior to the anniversary of their eligibility.

The university will oversee the application validation and audit processes. The committee recommends that a paid university employee conducts and/or oversees those processes.

## **Greek Community Association Implementation Committee**

### ***Summary of Greek Community Association Implementation Committee's Work***

The purpose of the Greek Community Association (GCA) is to act as a resource for chapters to fulfill the expectations and standards outlined in the Greek Housing Standard.

The Greek Community Association will:

- Regulate and hold chapters accountable to the Greek Community standard as a part of the Standards of Excellence.
- Mitigate grievances between chapters after chapters, first, take a good-faith effort to resolve problems amicably.
- Offer opportunity for communication and collaboration among House Corporations.
- Provide regular updates and recommendations for House Corporations.
- Act as a liaison between businesses and the Universities to leverage group purchasing power.
- Act as a liaison with the community liaison to advocate for Greek chapters and resolve issues with the following entities:
  - City Inspector
  - Fire Inspector
  - Tax Appraisers
  - University Area Commission
  - Licensing Agencies
- Maintain a list of recommendations to help streamline processes for House Corporations wishing to make facility upgrades.
- Maintain a list of recommended services and businesses to House Corporations.

The purpose of the Greek Community Association Implementation group was to provide context and detail on how the Greek Community Association will fulfill the roles as defined in the Greek Housing Standard (and listed above). The committee also established recommendations for staffing and processes for holding members organizations of the GCA accountable to the defined standards.

The GCA Implementation Committee also examined the selection process for GCA board members and provided recommendations for creation of the defined slating committee. Further context to the election process and which member groups were eligible for both election and slating committee responsibilities is also included below.

Finally, this implementation group discussed a fee for GCA members and provided recommendation on how this fee could be used by the group.

## ***Committee Members***

Cristina Dickos, Alpha Phi President (Co-Chair)  
Erin Steen, Kappa Kappa Gamma President (Co-Chair)  
Dilna Cama, Student Life Neighborhood Services and Collaborations  
Sharrell Hassell-Goodman, Student Life Sorority and Fraternity Life  
Judy Huffman, Fraternity Management Association  
Ryan Lovell, Student Life Sorority and Fraternity Life  
Seth Porter, Phi Kappa Psi Alumnus

## ***Greek Community Association Recommendations for Staffing and Staff Salary***

- I. The Greek Community Association will require the infrastructure of a staff member to carry out the various roles and functions of the group.
  - a. Throughout our conversations about the role of the GCA, one piece was readily apparent; this association would need some sort of administrative staff member who can assist in the various needs of paperwork, documentation and accountability needed by the group.
  - b. Initially, this staff member may only have 5-10 hours of work per week as membership in the GCA could be limited. As roles are defined and more and more groups join the GCA, the workload of the GCA and its support staff will readily increase.
- II. The Ohio State University should provide funding, when available, for a staff member who can assist in the administrative work associated with the Greek Community Association
  - a. Ohio State should continue examining budgets and available resources to fund said staff member and provide this funding when it is determined that such funds are available.
  - b. In the future, the dues charged to chapters by the Greek Community Association could also help support this staff position.

## ***Greek Community Association - Role of the Fraternity Managers Association (FMA)***

- I. The Greek Community Association Implementation Committee (GCAIC) recommends that the Fraternity Managers Association (FMA) will have ex officio member appointed to the Greek Community Association Board.
  - a. This appointment will be done by the FMA on an annual basis though the same liaison can serve in the role for as many years as the FMA sees fit.
  - b. The GCAIC believes the FMA to be an integral partner in the success of the sorority and fraternity community, especially those groups who own and/or manage houses in the off-campus area. Their history of support for the community and insights into chapter housing operations are a valuable voice in the GCA.

## ***Greek Community Association - Fee for Membership***

- I. The Greek Community Association Implementation Committee (GCAIC) recommends that a fee be charged to all member groups on an annual basis to help support the initiatives of the Greek Community Association.
  - a. This fee can be used to help support GCA initiatives as the organization sees fit. This may include but is not limited to:
    - i. Neighborhood revitalization projects, security for chapter houses during breaks, street cleanings or other projects that help the appearance, safety, or infrastructure of the community encompassed by the GCA.
  - b. The fee will be charged on an annual basis.
  - c. The fee will be a combination of a flat fee and a per bed fee to better address the discrepancy in chapter sizes and bed numbers in the community.
    - i. A flat fee of \$100 and a \$3 per bed fee will be charged annually to each GCA member organization.
      1. Per bed numbers will be billed based upon # that is submitted by chapters as part of the audit process.
      2. The GCA fee is due by the first Friday of Fall semester classes each year.

## ***Greek Community Association - Definition of Roles***

The GCA Implementation Committee has several recommendations on how the GCA can best serve the sorority and fraternity community. Utilizing the bullet points defined in the Greek Housing Standard, the GCAIC provided input on how best the GCA can manage these tasks.

- I. Regulate and hold chapters accountable to the Greek Housing Standard as a part of the Standards of Excellence.
  - a. The Greek Community Association Implementation Committee recommends this be done through utilization of currently existing structures through Student Life Student Conduct, Student Life Sorority and Fraternity Life and the Greek student governing councils.
    - i. Chapters should first be allowed to resolve housing property issues internally before additional steps are taken.
    - ii. Efforts should first be made to utilize the Joint Council Judicial Board (Greek governing councils), the Greek Progress Review Board, Sorority and Fraternity Life, a chapter's internal standards/accountability board, or inter-Chapter mediations as facilitated by Sorority and Fraternity Life in handling situations.
    - iii. Sorority and Fraternity life, in consultation with the GCA if needed, should determine the most appropriate course of action.
      1. If needed, the Greek Community Association will serve as a mediator of housing or neighborhood concerns, as defined by the by-laws of the organization.
        - a. Mediations will occur at the next regularly scheduled meeting of the GCA or, if needed more promptly, through a specially called meeting of the GCA or another mechanism which is acceptable to all parties involved.
    - iv. All issues involving the Ohio State Student Code of Conduct or the Residential Living Handbook, as applicable, should be resolved utilizing Student Life Student Conduct or Student Life Sorority and Fraternity Life.



- II. Mitigate housing property related grievances between chapters after chapters; first, take a good-faith effort to resolve problems amicably.
  - a. The Greek Community Association Implementation Committee recommends this be done through utilization of currently existing structures through Student Life Student Conduct, Student Life Sorority and Fraternity Life and the Greek student governing councils.
    - i. Chapters should first be allowed to resolve intergroup housing conflicts on their own before outside resources are utilized.
    - ii. Efforts should first be made to utilize the Joint Council Judicial Board (Greek governing councils), the Greek Progress Review Board, Sorority and Fraternity Life, a chapter's internal standards/accountability board, or inter-Chapter mediations as facilitated by Sorority and Fraternity Life in handling situations.
    - iii. Sorority and Fraternity life, in consultation with the GCA if needed, should determine the most appropriate course of action.
      - 1. If needed, the Greek Community Association will serve as a mediator of housing or neighborhood concerns, as defined by the by-laws of the organization.
        - a. Mediations will occur at the next regularly scheduled meeting of the GCA or, if needed more promptly, through a specially called meeting of the GCA or another mechanism which is acceptable to all parties involved.
- III. The GCAIC recommends that funding be provided for an additional staff member to be paid to assist in managing these issues.
  - a. This should be done at a time when funds are available for such a purpose as determined by Ohio State Student Life.
- IV. Offer opportunity for communication and collaboration among House Corporations.
  - a. The GCA should allow its meeting agenda to be a place where dialogue and collaboration between chapters and house corporations can occur.
- V. Provide regular updates and recommendations for House Corporations.
  - a. The GCAIC recommends that the GCA meet quarterly and at least once per semester. These meetings should be informational providing updates and relevant information and resources so that chapter house corporations can better manage facilities.
  - b. The GCAIC also recommends that GCA meetings be used for chapters to provide updates on their projects before, during and upon completions so that other groups can benefit from what the group learned.
- VI. Act as a liaison between businesses and the Universities to leverage group purchasing power.
  - a. The GCAIC recommends that a database of contractors and vendors be kept, in conjunction with the Fraternity Managers Association that chapters can reference as needed. This should be completed by the recommended staff member supporting the GCA.
    - i. The staff member:
      - 1. Should visit FMA to retrieve list of contractors.
      - 2. Should contact the university to get any vendors or contractors the university utilizes.
      - 3. Should also visit those houses that have had renovations in the last 3-5 years to get names on utilized contractors or vendors if not already on file.
      - 4. Will need to update the list yearly to account for changes in contact information, closures of companies, etc.
    - ii. The GCA, through the recommended staff member, should also develop a process by which chapters, after the completion of a project (i.e. renovation), complete an



assessment of the various vendors and contractors that were used. This will be kept on file by the GCA for future groups to reference.

1. This document should include contact information for the contractor/vendor, a brief statement regarding the chapter's interaction with this vendor, and contact information for the house corporation member best suited to speak to this relationship.
  2. The GCA should not be in the business of recommending or not recommending certain contractors / vendors, but, instead, should just file this information for all appropriate parties to reference in the future.
- VII. Act as a liaison with the community liaisons to advocate for Greek chapters and resolve issues with the following entities: City Inspector, Fire Inspector, Tax Appraisers, University Area Commission, and Licensing Agencies.
- a. The GCAIC recommends that these entities be invited, as needed, to GCA meetings at least once per year to provide updates on policy changes, neighborhood concerns, community trends or other information that can help chapter house corporations better manage facilities.
    - i. The staff member working with the GCA should proactively contact these individuals as needed to invite them to a meeting to provide updates.
- VIII. Maintain a list of recommendations to help streamline processes for House Corporations wishing to make facility upgrades.
- a. As mentioned above, the GCAIC recommends this information be kept on file by the GCA.
    - i. This includes the vendor and contractor information sheets as well as the post project assessment paperwork.
- IX. Offers suggestions on how to move plans through approval processes.
- a. The GCAIC recommends that GCA meetings be used to provide insights into how chapters can better proceed with housing projects.
- X. Opportunity to present plans to the Community Association for feedback/coaching/helping to identify resources, etc.
- a. The GCAIC recommends that the GCA board and general members provide feedback/coaching/help to groups as needed for housing projects.
    - i. GCA meeting time should be afforded to groups seeking assistance as needed.

### ***Additional Recommendations from GCAIC***

In addition to the above, the GCAIC offers the following recommendations for success of the GCA:

- I. STAFFING
  - a. As mentioned above, Ohio State should provide funding for a staff member who can assist in the administrative work needed to do the above.
    - i. This should be done at a time when monies are available for such a purpose as determine by Ohio State Student Life.
- II. DEFINITION OF HOUSE CORPORATION
  - a. The Greek Housing Standard refers to "Each chapter is required to have an established House Corporation board, or approved equivalent, affiliated with the undergraduate chapter (page 4)."
    - i. If groups are seeking an acceptable equivalent, this will be approved by the Greek Community Association.
- III. ALCOHOL POLICIES
  - a. The GCA membership requirements refer to enforcement of alcohol policies. The Alcohol Implementation Committee is determining the policies around alcohol which will be part of the



Greek Housing Standards. That same committee is also looking at the exemption process for alcohol events.

- i. The GCAIC defers to the Alcohol Implementation committees recommendations.

#### IV. ELECTION OF GCA BOARD

- a. Though not readily defined within the Greek Housing Standards, the GCAIC recommends that the GCA Board positions should be elected from **within** its membership.
  - i. One cycle of the Slating committee should be one academic year.
- b. Slating Committee
  - i. 10 people will serve as members of the slating committee.
  - ii. Selection of Slating Committee
    1. The GCAIC recommends that selections of member organizations of the GAC be broken into alphabetical lists of fraternities (one list) and sororities (separate list). These lists should be alphabetical by chapter name (English, not Greek).
      - a. "Sorority" refers to a women's group regardless of the actual name of the organization (For example, Alpha Phi Fraternity, though classified as a fraternity, will be considered a sorority).
    2. 5 sororities & 5 fraternities will be represented on the slating committee asking groups to serve, alphabetically.
      - a. Groups accepting will provide a member to the slating committee.
        - i. Group will then be dropped to the bottom of the list to wait their turn for the next year's committee.
      - b. If a group declines to have a representative at that time, they will also be dropped to the bottom of the list.
- c. Nominations will be sought by the slating committee members
  - i. People on the slating committee cannot also be nominated for the board. If so, they should step down from the slating committee.
  - ii. If someone is nominated from the chapter of a member of the slating committee, that individual slating committee member should excuse herself/himself from deliberations on that candidate.
- d. A minimum of 7 slating committee members need to be present (either in person or on the phone) in order for decisions to be made
- e. Terms of the Slating Committee
  - i. Either 1 and 2 **OR** 2 and 3 years to produce staggered terms so that only half the group is replaced every cycle.
    1. The GCAIC suggests 5 chapters serve 2 year terms and 5 chapters serve 3 year terms beginning with the first slating committee. .
    2. The GCAIC believes the first GCA board should finalize this slating term decision.

## **Housing Director Implementation Committee**

### ***Summary of Housing Director Committee's Work***

The House Director Committee was asked to provide expectations and clarify the position of House Director for chapters choosing to participate in the Greek Housing standard. The committee held six meetings and discussed compensation, hiring process, performance expectations, job description, timing, implementation, and resources that may assist sorority and fraternity chapters in understanding the position of House Director.

The Committee reviewed the Greek Housing Standard and developed three key documents: (1) House Director's Core Responsibilities, (2) House Director's Optional Responsibilities; and 3) House Directors Performance Expectations. Supplemental materials also were created to support the documents. This overview summarizes and explains the role of the House Director in order to provide guidance for organizations to best utilize the position of House Director.

### ***Committee Members***

Lindsey Clasen, President Delta Gamma (Chair)

Sandy Grant, Chi Omega House Director

Sharrell Hassell-Goodman, Student Life Sorority and Fraternity Life

Judy Huffman, Fraternity Management Association

Nick Morasco, Alumnus Theta Xi

Jody Poth, Alpha Xi Delta House Director and Student Life Staff Member

Dave Wright, Alumnus Beta Theta Pi

## ***Greek Housing Standard Guidelines for House Directors***

- I. Guidelines in Greek Housing Standards for House Directors
  - a. *Chapters*: Each chapter must have a live-in advisor or equivalent position. Each chapter will create a University approved job description for this individual. This individual must be at least one year removed from their undergraduate experience. Graduate and professional students are eligible to fill this role. The house director must pass a background check before approval.
  - b. *University*: The University will provide templates and consultation for the development of live-in advisor's job description. The University will also provide multiple opportunities for training and education for the House Directors (or equivalent) in order to fulfill the annual training requirement for live-in advisors.

## ***Housing Director - Core Responsibilities***

- I. Maintain chapter facility as primary residence and be present and available to residents per negotiated house corporation/chapter expectations.
  - a. Fulfill house corporation/chapter's expectations for time away (both daily and overnight) from facility.
  - b. In the event of absence, maintain house corporation/chapter's policy for time away.
- II. Work in coordination with House Corporation and/or house manager to communicate established policies and procedures; and revisit expectations throughout the year.
  - a. Conducts meeting with chapter at beginning of school year to review policies and safety protocols for the living facility. The House Director must also be present at the opening and closing of the facility.
- III. Maintain on site availability to the residents providing options throughout the day as needed
  - a. Perform daily walk-through of common areas in the evening, keep door open during designated hours when in room.
  - b. Post office hours on door with cell phone number and email address, and also post emergency contact information for all residents to access.
  - c. Meet with chapter leadership at least bi-weekly.
  - d. Meet with chapter president or house manager to address issues and monitor progress.
- IV. Maintain resident and chapter confidentiality at all time for issues where applicable.
- V. Discuss resident issues only utilizing the appropriate channels including, a Sorority and Fraternity Life representative and/or designated chapter resource (chapter advisor, house corp., alumni advisory board, inter/headquarters).
- VI. Because of required reporting, some issues may not be confidential but every effort should be made to keep matters to only those who need to know. House Director training will provide insight into required reporting and confidentiality.
- VII. Respond to emergencies immediately; understands and executes crisis management and emergency response protocol; serves as primary on call response personnel for house; back up on call responder for other properties as appropriate.
  - a. Attend all required trainings/meetings as designated by the chapter, Ohio State Student Life, and the national/international organization or its designee.
- VIII. Address safety concerns in the building.
  - a. Conduct walkthroughs per house corporation expectations, report issues and remedy issues as appropriate.
- IX. Oversee and facilitate maintenance of house following the established protocols and coordinate responses to issues with the house corporation (ex: plumbing issues, internet problems, broken items, etc.).



- X. Respond to incidents impacting the facility where residents are at immediate risk per university and chapter policies, all other incidents should follow normal chapter protocol.
- XI. Maintain open communication with the Sorority and Fraternity life staff or university representative(s) and/or designated chapter resource(s) (chapter advisor, house corp., alumni advisory board, inter/headquarters).
- XII. Encourage and support responsible behavior and decision making of chapter members through appropriate engagement and accessibility.
- XIII. Maintain a level of professionalism and follow chapter rules regarding:
  - a. Dress
  - b. Behavior
  - c. Language
  - d. Communication
  - e. Responsible use of alcohol
    - i. If allowed by chapter policy
- XIV. Work in conjunction with House Corporation for audit compliance.
- XV. Builds a sense of community:
  - a. Support at least one chapter sponsored event per semester.
  - b. Provide positive programming that fosters community.
  - c. Strive to know the names of house residents and, if possible, members of the entire chapter.
  - d. Complete work to develop all parts of community both inside and out (residents, staff, facilities, grounds).

### ***Housing Director - Performance Expectations***

The following expectations are guidelines for Live-In House Director performance. Although this list is not comprehensive, it provides Live-In House Directors with a rubric to assess performance.

- I. To ensure the proper management and safety of the fraternity/sorority facility, the Live-In House Director should:
  - a. Host at least three (3) facility meetings with residents and chapter members. One meeting should be held at the opening of the facility; one meeting should be held early spring semester; one meeting should be held prior to closing. Opening and closing meetings should explain policies and procedure, including communicating financial responsibilities associated with damage to personal rooms and common areas.
  - b. Be present at the facility a minimum of two days prior to and two days following opening and closing dates for the facility.
  - c. Train house manager and other residents on maintenance protocol, including how to report maintenance issues via the online system. The Live-In House Director is responsible for service requests as designated by the expectations of the house corporation.
  - d. Perform a daily walk-through of the common areas in the facility.
  - e. Communicate changes in housing assignments each quarter by completing appropriate paperwork.
  - f. Possess knowledge of crisis management and emergency response protocol (who, when, where, why, etc.).
  - g. Notify supervisor (university staff member or House Corp. Board) of time away at least 72 hours in advance or as designated by the employment contract (especially if traveling more than an hour outside of Columbus).
- II. Live-In House Directors will help to create a positive living environment through responsible behavior by:



- a. Consistently confronting and addressing behavioral issues in a timely manner; document behavioral concerns.
  - b. Enforcing policies and procedures set by the chapter, alumni and University.
  - c. Offering assistance with academics and identifying academic resources on campus.
  - d. Role modeling social policies that govern the facility (i.e. no alcohol in the common areas, no common source containers, etc.).
- III. Live-In House Directors should facilitate regular meetings with chapter members, alumni, and University Staff to ensure the successful management of the sorority/fraternity facility. Live-In House Directors should:
- a. Attend meetings with all Live-In House Directors and university representatives. Live-In House Directors should be prepared to provide an update of their facility and residents' concerns.
  - b. Attend meeting with university staff once per month.
  - c. Meet with chapter leadership at least bi-weekly.
  - d. Meet weekly with the chapter president to address issues and monitor progress of the organization's Chapter Plan.
  - e. Meet weekly with the house manager.
  - f. Be available to meet with members, alumni and university staff to address issues and concerns that may arise throughout the year.
- IV. Live-In House Directors will build a sense of community among alumni and chapter members by:
- a. Introducing yourself and your role during move-in.
  - b. Supporting at least one chapter sponsored event per quarter.
  - c. Providing positive programming that fosters community (example may include fire safety training, member development events, programs that fulfill Inter/National or university requirements, etc.).
  - d. Strive to know the names of house residents and, if possible, members of the entire chapter.
  - e. Form relationships with at least one member of the house corporation board and at least one member of the alumni advisory board.
  - f. Consulting with supervisor (university and/or house corporation) when making decisions is highly encouraged.

### ***Housing Director - Training, Hiring Process and Hired Staff***

- I. The University will provide multiple opportunities for training and education for the live-in advisors in order to fulfill the annual training requirement for House Directors.
  - a. House Directors will have an annual House Director Training at the beginning of the academic year, during the executive officers training conducted by Sorority and Fraternity Life and spot training by experts will be utilized during house director monthly meetings. These trainings will be in conjunction with other departments within Student Life (Residence Life, Housing, Facilities, etc.) to ensure House Directors have the latest information and resources necessary to adequately complete the job expectations.
- II. The university will provide a centralized hiring process for live-in advisors. Chapters may recommend eligible candidates to participate in this process.
  - a. The Office of Student Life Sorority and Fraternity Life will gather applications (on a rolling basis) and host a House Directors Carousel Day for potential candidates to apply for open House Director Positions. House Corporation Board members and chapter officers can participate and conduct interviews during this event. Chapters will be responsible for choosing their own house



directors, in consultation with Student Life Sorority and Fraternity Life. Sorority and Fraternity Life will also assist in advertising and coordinating the carousel process.

- i. Note: There are special circumstances where a live-in advisor may not be accommodated within a given facility. In these cases, the chapter must provide an alternate solution that fulfills the requirements listed in this document.

III. Background checks are required for hired staff including live-in advisors (house directors).

- a. The university will not conduct background checks for chapters but a completed background check is required before candidates are approved.
  - 1. The background check will be paid for by the chapter.
- b. The background check must adhere to the following requirements:

<p><b>Social Security Number (SSN) Trace</b></p>	<p>Used to confirm that a candidate is using a valid SSN that matches her or his name. Used to reveal any names and addresses associated with a SSN. Essential to criminal record searches.</p>
<p><b>Criminal Records (Felony and Misdemeanor County Criminal Database, State Criminal Database, National Criminal Database, Federal Criminal)</b></p>	<p>Used to help identify past instances of criminal felonies and misdemeanors.</p> <p>Because no centralized system exists to check all criminal databases, service providers need to check the federal, state, and county records in each place an applicant resided. The most accurate records are at the county level, where individuals are usually charged with a crime.</p>
<p><b>National Sexual Offender Registry Search</b></p>	<p>Used to determine if a candidate has been included in any sexual offender registry.</p>

- c. It may be beneficial to work with the organization’s (inter) headquarters and legal team to put this stipulation in an employment contract.





## Additional Recommendations from Implementation Committees

*These are additional recommendations from the implementation committees. These are NOT required.*

### Audit and Accountability Optional Additional Recommendations

The Greek Housing Standards Guidelines also contain facility-related recommendations for chapter houses. Compliance with the recommendations is not required for inclusion in the process for housing second year students.

#### Academics & Technology: Recommendations

- |   | Yes/No                   | Unknown                  |
|---|--------------------------|--------------------------|
| 1. <u>Electrical system supports current technology demands</u> | <input type="checkbox"/> | <input type="checkbox"/> |

#### Safety & Security: Recommendations

- |   | Yes/No                   | Unknown                  |
|---|--------------------------|--------------------------|
| 1. <u>Common entrance for residents and visitors</u>  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. <u>Fencing, signage, and property access clearly defines transition from public to private space</u> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. <u>Property exterior is free of trash and litter</u>   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. <u>Property is free of graffiti</u>  | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. <u>Landscaping maintained lower than 3 ft. or above 6-8 ft.</u>                                      | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. <u>Keyless security system has battery backup (if a keyless entry system is used)</u>                | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. <u>Master copy of keys held by Chapter representative</u>  | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. <u>Key watcher or lock box system used for keys</u>  | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. <u>Wireless smoke alarm system connects to central panel and reports to off-site</u>                 | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. <u>monitoring</u>   | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. <u>Full or partial sprinkler system (if renovation requires installation)</u>                       | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. <u>Post-lease damage assessment process established</u>   | <input type="checkbox"/> | <input type="checkbox"/> |



## Academics & Technology: Recommendations

- I. **Electrical system supports current technology demands**
  - a. *For electrical safety and resident convenience, chapters should consider electrical updates during renovations to support the current technology demands of residents.*
    - i. Source: Greek Housing Standard Appendix – Academics & Technology Recommendations
      - 1. Electrical Updates

## Safety & Security: Recommendations

- I. **Common entrance for residents and visitors**
  - a. *Property design encourages individuals to enter through a common entrance, especially after hours.*
    - i. Source: Greek Housing Standard – Appendix: Safety & Security Recommendations
      - 1. Crime Prevention Through Environmental Design

Yes/No    Unknown

- II. **Fencing, signage, and property access clearly defines transition from public to private space**
  - a. *In order to provide notice to the public, house fencing, signage, and access distinguishes the transition from public to private property.*
    - i. Source: Greek Housing Standard – Appendix: Safety & Security Recommendations
      - 1. Crime Prevention Through Environmental Design
- III. **Property exterior is free of trash and litter**
  - a. *Trash and litter can attract pests, which can threaten the integrity of a building and the resident health. A property free of trash and litter demonstrates residents care about their own well-being and the maintenance and upkeep of the property.*
    - i. Source: Greek Housing Standard – Appendix: Safety & Security Recommendations
      - 1. Crime Prevention Through Environmental Design
- IV. **Property is free of graffiti**
  - a. *The City of Columbus requires the removal of graffiti from occupied structures. If an owner/operator chooses not to remove the graffiti, the city will remove it and owner/operator will be charged the cost of the removal (City of Columbus will remove graffiti for free through its Graffiti Removal Program).*
    - i. Source: Greek Housing Standard – Appendix: Safety & Security Recommendations
      - 1. Crime Prevention Through Environmental Design
- V. **Landscaping maintained lower than 3 ft. or above 6-8 ft.**



- a. *Shrubs and similar plants can serve as hiding places for potential offenders. To deter criminal activity, all entryways are clear of obstructions and visible from street.*
  - i. Source: Greek Housing Standard – Appendix: Safety & Security Recommendations
    - 1. Crime Prevention Through Environmental Design
  
- VI. **Keyless security system has battery backup (if keyless system used)**
  - a. *If a keyless security system is chosen, the system must have a battery backup to ensure the device has power at all times, to allow for continuous access control to the facility.*
    - i. Source: Greek Housing Standard Appendix – Safety & Security Recommendations
      - 1. Key Control Policy
  
- VII. **Master copy of keys held by Chapter representative**
  - a. *In the event of an emergency or need to enter the premises when residents are unable to provide entry, a master copy of keys is held by an alumni advisor, member of house corporation or live-in advisor.*
    - i. Source: Greek Housing Standard – Appendix: Safety & Security Recommendations
      - 1. Key Control Policy
  
- VIII. **Key watcher or lock box system used for keys**
  - a. *A key watcher or lock box system provides for the control, security, and accounting of keys.*
    - i. Source: Greek Housing Standard – Appendix: Safety & Security Recommendations
      - 1. Key Control Policy
  
- IX. **Wireless smoke alarm system connects to central panel, provides building-wide notification, and reports to off-site monitoring**
  - a. *Interconnected wireless smoke alarms provide early warning to residents regardless of their location; if one smoke alarm activates, all of the alarms activate and an off-site monitoring station receives notice of the emergency.*
    - i. Source: Greek Housing Standard – Appendix: Safety & Security Recommendations
      - 1. Fire Safety
  
- X. **Full or partial sprinkler system (if renovation requires installation)**
  - a. *A sprinkler system, used in combination with smoke alarms, reduces the risk of fire death by 82% and mitigates property loss.*
    - i. Source: Greek Housing Standard – Appendix: Safety & Security Recommendations
      - 1. Fire Safety
  
- XI. **Post-lease damage assessment process established**
  - a. *Chapter alumni advisory board, collegiate officers, or House Corporation conducts an analysis to determine damages incurred during the lease term, assesses any need for repair, and inventories all property prior to starting a new lease term with new residents.*
    - i. Source: Greek Housing Standard – Appendix: Safety & Security Recommendations
      - 1. Damage Assessment

## ***Housing Director - Optional Responsibilities***

- I. **Professional Development**
  - a. Be responsible for your own professional development and share a plan with your supervisor.
  
- II. **Community Development:**
  - a. Introduce yourself and your role during move-in.
  - b. Know all of your residents' names and something about each of them within the first 2 weeks of the semester, while striving to know the names of all chapter members.
  - c. Establish house expectations and revisit throughout the year and make revisions as needed.
  - d. Engage with the residents in meaningful ways that help to promote student success, through community, wellness, inclusion, and learning.
  - e. Check in with every resident, minimally, on a bi-weekly basis to see how they are doing.
  - f. Collaborate with the chapter and officers to provide resources and programming to the residents as well as the chapter members.
  - g. Supporting at least one chapter sponsored event per semester.
  - h. Provide positive programming that fosters community (example may include a fire safety training, member development events, programs that fulfill Inter/National or University requirements, etc.).
  - i. Form relationships with at least one member of the house corporation board and at least one member of the alumni advisory board.
  - j. Collaborate with partners in Sorority and Fraternity Life, FMA etc.
  - k. Build community within the first six weeks of the semester.
    - i. When approaching work, maintain common focus that students are the focus of our work.
  - l. Communicate on a regular basis with students, supervisor, and colleagues using a variety of mediums (face to face, phone, email, text).
  - m. Be responsible for your own professional development and share a plan with your supervisor.
  - n. Assume positive intent on the part of your colleagues at all levels.
  - o. Consulting with supervisor (university and/or house corporation) when making decisions is highly encouraged.
  
- III. **Diversity:**
  - a. Educate residents about diversity issues through passive (i.e. bulletin board, handouts) and/or active means (i.e. conversations, host a cultural event, attend campus event).
  - b. Role model and increase sensitivity to differences through exposure, dialogue, and personal reflection.
  - c. Address issues or incidents when they arise, that may limit our efforts towards creating an environment that supports and encourages the acceptance of diversity.
  - d. Address biased incidents (i.e. racial, ethnic, religious, ability, gender, and/or sexual orientation) promptly. \*CONTACT Director Sorority and Fraternity Life IMMEDIATELY TO REPORT INCIDENT.
  
- IV. **Resident Support:**



- a. Know and interact with your students.
- b. Respond promptly to roommate conflicts and mediation needs.
- c. Address questions and concerns of residents through communication and regular contact.
- d. Identify and offer assistance to residents with personal, academic, health, and other needs.
- e. Refer students to campus resources as needed (i.e. Student Advocacy, CCS, tutoring, etc.).
- f. Be a role model for your residents and those in the building. Residents will take notice of the things that you say and do.
- g. Help students succeed.

V. **Academic Support:**

- a. Create a house community that is conducive to academic success and studying (i.e. maintain/enforce quiet/courtesy hours, ensure that residents are maintaining a clean study room, encourage study groups, encourage residents to engage with faculty, promote tutoring, etc.).
- b. Be knowledgeable about academic resources on campus and refer residents to them when necessary.

VI. **Staff Support:**

- a. Contribute to meetings and offer ideas and suggestions.
- b. Take a proactive approach to get to know and support your peers (i.e. invite them to a meal, attend other staff programs, assist them when needed, etc.).
- c. Communicate respectfully and effectively with residents, chapter members, alumni, and University staff.

VII. **Administration:**

- a. Submit all administrative tasks on time and be thorough (i.e. incident reports, work orders, etc.).
- b. Pay attention to details and respond as requested in a timely manner.
- c. Check and empty mailbox DAILY.
- d. Read and respond to e-mails DAILY.
- e. Respond to calls/texts promptly.
- f. Complete all tasks surrounding openings and closings of the building.
- g. Complete monthly reports to House Corporation Board and Executive Board (be mindful of each audience).
- h. If you have questions on how to handle or approach a situation please consult the Director of Sorority and Fraternity Life.

VIII. **Safety/Crisis:**

- a. Host at least three (3) facility meetings with residents and chapter members. One meeting should be held at the opening of the facility; one meeting should be held early spring semester; one meeting should be held prior to closing. Opening and closing meetings should explain policies and procedure, including communicating financial responsibilities associated with damage to personal rooms and common areas. Train house manager and other residents on maintenance protocol, including how to report maintenance issues via the online system. The House Director is responsible for service requests in common areas.
- b. Perform daily a walk-through of the common areas in the facility.



- c. Consistently communicate changes in housing assignments by completing appropriate paperwork (i.e. when students change rooms and/or move out of the house).
- d. Possess knowledge of crisis management and emergency response protocol (who, when, where, why, etc.).
- e. Encourage/educate residents to practice safety (i.e. don't walk alone at night, lock their doors, etc.).
- f. Educate residents about alcohol/drugs through dialogue, events, bulletin boards, etc.
- g. Address safety concerns seen in the building (i.e. door propping, smoking in or near the building, fire alarm tampering, etc.).
- h. Notify the Director Sorority and Fraternity Life of all crisis incidents as they happen.
- i. Respond to emergencies immediately, professionally, and remain calm as much as possible.
- j. Conduct fire drills once per semester.

**IX. Housekeeping/Maintenance:**

- a. Perform walk through of the house with maintenance and housekeeping on a monthly basis (to ensure all house needs are met).
- b. Enter Service Requests promptly for broken items in the building and anything else that needs to be addressed.
  - i. Contact the Program Manager for Off Campus Student Services (or appropriate staff member) if there are any housekeeping and/or maintenance concerns.
  - ii. Upon an upcoming visit from a VIP (as communicated by chapter leadership), ensure the house is presentable, inform housekeeping, etc.

**X. Policy Enforcement:**

- a. Educate residents about policies at the beginning of the year and throughout.
- b. Document ALL policy violations consistently and submit to chapter leadership.
- c. Encourage residents to also hold each other accountable for their actions.
- d. Support the chapter standards board and Student Life Student Conduct's decisions regarding judicial outcomes. Discuss any concerns directly with resident(s) involved and do not involve other residents unless necessary (maintain confidentiality).
- e. Consistently address behavioral issues in a timely manner; document behavioral concerns and submit to chapter leaders.
- f. Enforce policies and procedures set by the chapter, alumni and University.

**XI. Office of Student Life Staff:**

- a. Contact the Director of Student Life Sorority and Fraternity Life as needed to maintain open communication, ask questions, report a situation or scheduling a meeting regarding an urgent matter.

**XII. House Management Responsibilities:**

- a. Walk through house weekly and fill out service requests as necessary
- b. Serve as housing services liaison in house (collect paperwork, distribute leases, answer questions, etc.).
- c. Inspect rooms before move-in; manage move-in and move-out process, and request housekeeping when necessary to prepare rooms.



- d. Key control/collaborate with the William H. Hall (Neil Building) front desk and Resident Manager or other representative regarding keys and loaner keys.
- e. Collaborate with Chapter House Manager.
- f. Prepare the house for city safety inspections.

XIII. **Greek Organization Responsibilities:**

- a. Work with chapter and alumni to determine House Director’s chapter specific responsibilities which should be included in job responsibilities.
- b. Serve as a resource for chapter and members.
- c. Communicate with the House Corporation Board on a monthly basis or more frequently as needed.

XIV. **Time Commitment:**

- a. The House Director position is a temporary position requiring 10 hours per week, or as agreed upon by the House Director contract, including breaks and time between semesters.
- b. Attend all House Director Trainings at FMA and University Housing House Director Trainings.
- c. Attend monthly House Director staff meetings.
- d. Attend bi-weekly meetings one on one meetings with the Director of Sorority and Fraternity Life and/or supervisor. Live-In House Directors should be prepared to provide an update of their facility, outstanding service requests and residents’ concerns.
- e. Meet with chapter leadership and/or the House Manager at least bi-weekly.
- f. Attend semester/annual House Corporation meeting(s).
- g. Be available to meet with members, alumni, and University staff to address issues and concerns that may arise throughout the year.
- h. General commitments to Greek Property Management:

Time	Weekly Commitments
1 hour	Bi-weekly one on one with supervisor
2 hours	Meeting with president and meetings with execs
1 hour	Facility walkthrough
5+ hrs	Visibility/ Availability
<b>10 hrs</b>	<b>Estimated Total</b>

XV. **On-Call Duties**

- a. Serve as a live-in staff member, living and sleeping in property each day while in role. Every effort should be made to be visible and to build relationships with house members.
- b. House Directors should be in the facility by 1am on weekdays and 2am or designated time set by job description on weekends unless utilizing Time Away. If utilizing Time Away, a House Director should then follow the proper protocol (listed below).
- c. House Directors are asked to try to limit their time away to 8 nights/year (not including breaks). If more time is needed then the House Director should consult with their supervisor.
- d. Fill out a Time Away Request at least 72 hours in advance (especially if traveling more than an hour outside of Columbus).



- e. Fraternity House Coverage - If you are out of town or will not be at the property overnight then you are required to find coverage from another House Director or you must let your supervisor know so that they can arrange for coverage.
- f. If you do have coverage for your house it is the House Director's responsibility to notify the chapter leadership and residents who the House Director on call for them is.
- g. "Closed Weekends" or weekend in which Time Away cannot be used - House Directors are required to maintain a visible presence in the chapter house during closed weekends and any other weekend where a major campus event or community-wide program is occurring, or the staff is labeled "closed". Although a weekend may be labeled as closed, permission may be granted to be away based on special/unique circumstances.
  - i. Opening
  - ii. Closing
  - iii. Greek Week
  - iv. Michigan Weekend
  - v. Homecoming
  - vi. Graduation/ Senior Week
  - vii. Chapter specific events (formal, alumni weekends, senior nights etc.)- discuss with the house manager or president for a list of these events.





# APPENDIX A

## Sample Greek Housing Second-Year Student Eligibility Application

The Greek Housing Standards provide expectations for Sorority and Fraternity organizations that would like to participate in the process for housing second year students. The following form contains the baseline requirements as established in the Greek Housing Standard. The categories include: Academics & Technology; Live- In/Facility Advisor; and Safety & Security. A chapter’s ability to house second year students requires compliance with the Greek Housing Standard; completion of this request form begins the consideration process.

*PLEASE NOTE – this form will be available in an online format. This is provided as an example.*

### Greek Housing Second-Year Resident Eligibility Requirements

#### Annual Licensure, Maintenance, and Training

\*Chapters must provide copies of all licenses and maintenance results to the university.

	Date	TBD
1. <u>Date of membership in Greek Community Association</u>		
2. <u>Date of annual City of Columbus rooming house license (attach copy)</u>		
3. <u>Date of annual fire inspection by certified fire inspector (extinguishers, alarms, fireplace) (attach copy)</u>		
4. <u>Additional annual inspections and licensures (food licensure, hood inspection, backflow, boiler) (attach copy)</u>		
5. <u>Date live-in advisor attended annual university training</u>		
6. <u>Date collegiate representative attended annual safety and security training</u>		
7. <u>Date Housing Corporation Board member attended annual university training</u>		
8. <u>Date of annual university facility audit, if previously completed (otherwise will be schedule)</u>		
9. <u>Date of annual university CPTED analysis, if previously completed (otherwise will be schedule)</u>		

**Academics & Technology**

	Yes/No	Unknown
1. <u>Common functional academic space available for resident use (describe academic space)</u>		
2. <u>At least one desk (or approved alternative) per bedroom/dayroom</u>		
3. <u>Designated one-on-one student and faculty advisor meeting space (describe space)</u>		
4. <u>Chapter plans/provides current informational technology resources (describe plan/resources)</u>		
5. <u>Do you have wireless?</u>		
6. <u>Do you have wired internet access?</u>		
7. <u>Do you have a firewall?</u>		
8. <u>Are the devices protected, locked up and protected from environmental concerns?</u>		
9. <u>Provide documentation on how many megabytes per person you have, what is your bandwidth, how many routers (devices) do you have and where are the routers located?</u>		

**Live-In/Facility Advisor**

1. Live-in advisor selected or equivalent position established (describe alternate solution if advisor not live-in)
2. House Director has cleared a background check

Yes/No	Unknown

**Safety & Security**

1. Key control policy in place (describe or attach policy)
2. Exterior building lighting is maintained, operable, and reasonably lighted
3. Hardwired smoke alarm system (or an NFPA 72 compliant system)
4. Snow and ice removal policy for sidewalks and pathways established (describe or attach policy)
5. Property exterior is free of trash and debris (describe or attach policy)
6. Grounds and grass are reasonably maintained (describe or attach policy)
7. Cleaning, appearance, and health policy established
8. Overall condition of the facility (cleanliness, infrastructure, appearance, etc.) meets university expectations
9. Do you know if your facility contains asbestos and/or lead paint? (if yes, please attach resident notice)
10. Facility complies with university policies as it relates to tobacco and alcohol use
11. Chapter conducts annual fire drills for residents, one per semester

Yes/No	Unknown

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Name	Signature	Title
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Name	Signature	Title
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## Greek Housing Second-Year Resident Eligibility Requirements Defined

### Annual Licensure, Maintenance, and Training

\*Chapters must provide copies of all licenses and maintenance results to the university.

**1. Date of membership in Greek Community Association**

- All chapters participating in the Second-Year Transformation al Experience Program must be members of the Greek Community Association.

Source: Greek Housing Standard

**2. Date of annual City of Columbus rooming house license**

- The City of Columbus Housing Code requires that rooming houses annually receive an inspection and license through the City. Resident safety is a central focus of the rooming house inspection and licensure requirement.

Source: Greek Housing Standard – Safety & Security: 4. Certifications

**3. Date of annual fire inspection by certified fire inspector**

- Chapter facilities are required to receive an annual fire inspection from a certified fire inspector. Under the City of Columbus Housing Code, the owner/operator of any rooming house is responsible for the installation and maintenance of all fire prevention appliances and devices and the implementation and continuity of all fire prevention practices as required by the Columbus Building Code, the Columbus Fire Prevention Code and the Housing Code.

Source: Greek Housing Standard – Safety & Security: 4. Certifications

**4. Additional annual inspections and licensures**

- Each chapter must obtain all necessary inspections and licensures (e.g. food licensure, hood inspections, backflow inspection, and boiler inspection).

Source: Greek Housing Standard – Safety & Security: 4. Certifications

**5. Date live-in advisor attended annual university training**

- A live-in advisor with University training can provide guidance to residents and chapter members.

Source: Greek Housing Standard

**6. Date collegiate representative attended annual safety and security training**

- A collegiate representative (house manager, vice president of facilities, etc.) with university safety and security training can help mitigate dangerous risks and hazards to life and property.

Source: Greek Housing Standard

**7. Date Housing Corporation Board member attended annual university training**

- *A member from each chapter's house corporation board is required to attend university training in order to provide guidance to the house corporation board.*

Source: Greek Housing Standard

**8. Date of annual university facility audit**

- *The annual facility audit provides the chapter with feedback on compliance with the Greek Housing Standard and state and local laws.*

Source: Greek Housing Standard – Safety & Security: 1. Facility Audit

**9. Date of annual University CPTED analysis**

- *The annual facility audit also is an opportunity for the chapter to receive Crime Prevention Through Environmental Design (CPTED) consultation and analysis. The purpose of CPTED is to prevent crime by designing a physical environment that positively influences human behavior.*

Source: Greek Housing Standard – Safety & Security: 1. Facility Audit

## **Academics & Technology**

**1. Common functional academic space**

- *A functional academic space is available for resident use; for example, a flexible space that serves as a study space, small group meeting space, and/or classroom space.*

Source: Greek Housing Standard – Academics & Technology: 1. Study Space

**2. At least one desk (or approved alternative) per bedroom/dayroom**

- *At least one desk is provided in each bedroom/dayroom for resident personal use.*
- *No more than three (3) residents per desk.*

Source: Greek Housing Standard – Academics & Technology: 2. Student Desks

**3. Designated one-on-one student and faculty advisor meeting space**

- *A one-on-one meeting space is provided for students and the faculty advisor (provided by the university) for the Second-Year Transformational Experience Program.*

Source: Greek Housing Standard – Academics & Technology: 2. Faculty Advisor Meeting

**4. Chapter provides or has a reasonable plan to provide current informational technology resources**

- *The facility provides or has a reasonable plan to provide current informational technology resources.*

Source: Greek Housing Standard – Academics & Technology: 4. Information Technology

**5. Do you have wireless?**

- *Students desire and in many cases require access to the internet for everything from academic pursuits to socializing with friends. Having wireless access is desirable with today's mobile student population.*

Source: Academics & Technology Implementation Committee

**6. Do you have wired internet capabilities?**

- *Students desire and in many cases require access to the internet for everything from academic pursuits to socializing with friends.*

Source: Academics & Technology Implementation Committee

**7. Do you have a firewall?**

- *When providing access to the internet, it is important to take measures to assure that access is secure.*

Source: Academics & Technology Implementation Committee

**8. Are the devices protected, locked up and protected from environmental concerns?**

- *To ensure that internet access is continuous, chapters should make efforts to provide a secure and safe location for needed technology.*

Source: Academics & Technology Implementation Committee

**9. Provide documentation on how many megabytes per person you have, what is your bandwidth, how many routers (devices) you have and where are the routers are located?**

- *Internet access is vital to student success. In order to meet the needs to today's students, chapter must be sure they are providing the proper internet access.*

Source: Academics & Technology Implementation Committee

## ***Live-In/Facility Advisor***

**1. Live-in advisor or equivalent position**

- *A live-in advisor or equivalent position oversees and provides guidance to residents, and works closely with chapter leadership, university representatives, and the Greek Community Association.*

Source: Greek Housing Standard – Live-In/Facility Advisor: 1. Live-In Advisor

**2. Live-in advisor or equivalent position has cleared a background check**

- *The live-in advisor or equivalent position is responsible for the safety, health and wellness of residents and serves in an advisory capacity for the organization. This individual must be able to demonstrate a consistent history of responsible and appropriate decision making that demonstrates the individual is fit for service in the roles and responsibilities of a housing director. The chosen hire must clear a background check process coordinated and paid for by the hiring organization.*

Source: Greek Housing Implementation Committee



## Safety and Security

### 1. Chapter has an approved key control policy

- *Lost/stolen keys and/or duplicated keys may be used by unauthorized individuals, risking the safety and security of residents. A standardized procedure for handling lost/stolen keys and lock changes after turnover is in place.*

Source: Greek Housing Standard – Safety & Security: 2. Keys

### 2. Exterior building lighting is maintained, operable, and reasonably lighted

- *Exterior building lighting at entrance(s), pathway(s), and parking area(s) (if applicable) are maintained, operable, and reasonably lighted. In addition to providing clear visibility at night, lighting can increase community pride, safety, deter criminal acts, and create a greater willingness to report suspicious/criminal activity.*

Source: Greek Housing Standard – Safety & Security: 3. Lighting

### 3. Hardwired smoke alarm system (or an NFPA 72 compliant system)

- *A hardwired smoke alarm system (or NFPA 72 compliant system) provides mass notification to residents in the event of smoke is detected.*

Source: Greek Housing Standard – Safety & Security: 4. Certifications

### 4. Snow and ice removal policy for sidewalks and pathways established

- *The accumulation of snow and ice can present a hazard to residents, visitors, and individuals using public walkways; a snow and ice removal policy is established to mitigate snow and ice hazards.*

Source: Greek Housing Standard – Safety & Security: 5. Exterior Maintenance

### 5. Property exterior is free of trash and debris

- *Exterior trash receptacles are provided for resident use and a standardized trash pick-up schedule is in place (access to receptacles is not blocked).*

Source: Greek Housing Standard – Safety & Security: 5. Exterior Maintenance

### 6. Grounds and grass are reasonably maintained

- *Maintained yards not only increase the aesthetic and economic value of property, but can enhance neighborhood pride as well.*

Source: Greek Housing Standard – Safety & Security: 5. Exterior Maintenance

### 7. Interior cleaning, appearance, and health policy established

- *The Greek Community Association Guidelines do not address interior building conditions. The Audit and Accountability Committee recommends that the GCA adopt this standard as a requirement for GCA/STEP participation. Cleanliness, maintenance and appropriate responses to health emergencies are important safety issues. Both the Chapter and its live-in members should take ownership, responsibility, and pride in the condition of their house, and look out for the safety of chapter members and guests.*

Source: Audit and Accountability Committee



**8. Overall condition of the facility (cleanliness, infrastructure, appearance, etc.) meets university expectations**

- *It is not just important to have an established policy for the condition of the house (cleaning, appearance, and health) but for the chapter and alumni to take an active role in ensuring the house is actually maintaining that condition. Therefore, the chapter facilities should maintain an appearance that corresponds with not only applicable city code but also represents a facility where all parties involved believe that sophomores should live. This includes maintaining an appearance that is acceptable (no damage to infrastructure, cleanliness inside and out, proper lighting, acceptable furniture, etc.). As Greek Housing is the only alternative for second year students to reside, sorority and fraternity facilities should maintain a standard that aligns itself with that offered in residence halls.*

Source: Audit and Accountability Committee

**9. Do you know if your facility contains asbestos and/or lead paint?**

- *The Greek Community Association Guidelines do not address interior building conditions that could cause life-threatening illnesses. This criterion asks whether the facility contains asbestos and/or lead paint, and if so, whether or not notice has been provided to residents. Student Life created a list of service providers that can help identify such hazards. The Audit and Accountability Committee recommends that the GCA adopt this standard as a requirement for GCA/STEP participation. The Committee also recommends that Chapters either eliminate or reduce the risk of exposure to asbestos and lead paint.*

Source: Audit and Accountability Committee

**10. This facility complies with applicable university policies as it relates to tobacco and alcohol use**

- *Chapters wishing to have their living facilities approved for second year student living must abide by university policies as it relates to alcohol and tobacco usage.*

Source: Audit and Accountability Committee

**11. Chapter conducts annual fire drills for residents, one per semester.**

- *Chapters wishing to have their living facilities approved for second year student living must abide by university policies as it relates to alcohol and tobacco usage.*

Source: Audit and Accountability Committee



# APPENDIX B

## Sample Interior Cleaning, Appearance, and Health Policy

This sample Interior Cleaning, Appearance and Health Policy provides a structured framework for planning, defining, and implementing a plan to address interior and exterior house conditions. This Policy contains approaches for meeting the interior cleaning, appearance, and healthy policy requirement of the Greek Housing Standard.

This policy reflects basic cleanliness, maintenance and health practices. Sorority and fraternity chapters are encouraged to read through the policy and define reasonable and safe practices for their chapter houses. The sample policy is presented in a checklist format.

Sorority and fraternity chapters may decide to clean and maintain the house through chapter members, or contract for third-party services. In either instance, the chapter must identify the individuals and or companies responsible and identify how they will meet the Greek Housing Standard.

**[INSERT CHAPTER NAME]**

**Cleaning Policy**

List House Members/Contractor Responsible for Interior Cleaning (these are not necessarily the same individuals that perform cleaning):

**[INSERT HOUSE MEMBER NAMES OR CONTRACTOR COMPANY AND CONTACT INFORMATION]**

Columbus City Housing Code requires residents to maintain adequate trash receptacles and disposal; keep plumbing fixtures in a clean and sanitary condition; and keep the interior condition of a home in a clean and sanitary condition, including keeping floors and walking surfaces free of dirt, filth, garbage, human and animal waste, litter, refuse, and other unsanitary matter. Residents also must keep all walls, ceiling, windows, and doorways clean and free of dirt, greasy film, soot, and other unsanitary matter. C.C. 4551.02.

Please mark the applicable frequency at which you perform cleaning.

<b>Cleaning</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>As Needed</b>
Living Room/Study (dust/vacuum)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TV Lounge (dust/vacuum)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dining Room (dust/sweep/mop)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dining Room (wipe down tables)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kitchen (wipe down/mop)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Foyer (sweep/mop)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Study Room (dust/vacuum)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stairwells (sweep/mop)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Corridors (sweep/mop)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Porch (sweep)*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walls (spot clean/wipe down)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carpet (vacuum/spot clean stains)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bathrooms (sweep/mop)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bathrooms (toilets cleaned)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bathrooms (showers cleaned)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bathrooms (mirrors/walls cleaned)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trash-Common Bathrooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trash-Kitchen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trash-Dining Room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trash-Other Common Areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trash-Exterior Perimeter of Building*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean inside of trash cans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean windows inside (common areas)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean 1st floor windows outside*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deep clean showers (all surfaces)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deep clean kitchen fixtures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\*-weather permitting

***Interior Appearance, Condition and Safety Walkthroughs***

**List Individuals Responsible for Walkthroughs and Company(ies) that Performs Repairs and Maintenance:**

**[INSERT COMPANY NAME(S) AND CONTACT INFORMATION]**

The purpose of the interior appearance, condition and safety walkthroughs is to walk the chapter house from top to bottom, inside and outside, to assess and identify any necessary cleaning and/or maintenance needs, especially those that affect resident health and safety. Columbus City Housing Code (Title 45) contains provisions for safety and sanitary conditions, maintenance of fire safety devices, and the specific responsibilities for owners and residents.

*Please mark the frequency at which you perform property walkthroughs to identify needed repairs and maintenance.*

<b>Appearance &amp; Condition</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Annually</b>
Interior Pests (e.g. bed bugs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exterior Pests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exterior Grounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exterior Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exterior Roof	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interior Common Areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resident Rooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plumbing Fixtures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kitchen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Showers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carpet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Holes/Damage (walls/ceilings)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Paint (cracking, chipping)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Windows (open, close, lock)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kitchen Appliances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical Systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HVAC Systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chapter Lighting Fixtures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chapter Furniture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resident Refrigerators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Safety &amp; Security</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Annually</b>
Interior Stairs and Railings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exterior Stairs and Railings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Exit Lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Exit Signs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Extinguishers (charged and inspected annually)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Hazards (e.g. extension cord misuse, overloaded outlets)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resident Rooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spills or Pooled Water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exterior Doors Shut/Latch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Smoke Alarms Operable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Smoke Alarms/Fire System Tested	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flammable Items Stored Away from Heat Sources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Combustibles Stored Outside and Secured	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Once you identify needed maintenance, when do you schedule maintenance/repairs?*

<b>Schedule Maintenance</b>	<b>Same Day</b>	<b>24 Hrs</b>	<b>48 Hrs</b>	<b>1 Wk</b>
Exterior Grounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exterior Building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appliances/Systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interior Common Areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interior Resident Rooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Additional walkthroughs may be performed more frequently, including safety walkthroughs to confirm all windows and doors are shut and locked, condition walkthroughs to assess damage to resident rooms and common areas, and a general walkthrough to confirm heat and/or air conditioning temperatures are set to desired temperature.*



## Health Conditions

Unsanitary conditions are defined by Columbus City Code as any environmental condition that may produce an unhealthy or unsafe condition (C.C. 4525.07). Unsanitary conditions can be caused by insect or rodent infestation, lack of bathroom facilities or water service, and general uncleanliness.

**List House Members and/or Contractor(s) Responsible for Health Conditions (these are not necessarily the same individuals that address health-related issues):**

**[INSERT HOUSE MEMBER NAMES OR CONTRACTOR COMPANY AND CONTACT INFORMATION]**

House processes to identify, report, and address conditions that may affect resident health:

1. **Contagious Illnesses:** People with contagious illnesses can spread it to others up to 6 feet away.

Such illnesses can be spread by droplets made when people cough, sneeze or talk. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Sometimes, a person might also contract a contagious illness by touching a surface or object that has a virus on it and then touching their own mouth or nose. Cleanliness and sometimes isolation are critical to reducing the risk of contagious illnesses.

- a. **Addressing Resident Illnesses:** If a resident is ill with a contagious condition, the ill resident or another resident with knowledge of the ill-resident's condition will notify the **[House Director and/or House Manager]** of the health condition. Once the **[House Director and/or House Manager]** is notified, the **[House Director and/or House Manager]** will contact the individuals/company responsible for cleaning. The ill-resident's room will be cleaned and sanitized/disinfected, including washing linens/bedding.
  - b. **Containment and Prevention:** Any contagious resident will limit contact with others and, to the extent possible, maintain a distance of 6 feet from people with whom they share living space. If close contact cannot be avoided, a contagious resident will be asked to wear a surgical mask during any period of close contact. The contagious resident will cover coughs or sneezes with a tissue and avoid face-to-face contact whenever possible. If both necessary and possible, the roommate(s) of the contagious resident will be relocated to another bedroom within the house until the resident is no longer contagious.
2. **Body Fluids:** Body fluids, including blood, feces and vomit are all considered potentially contaminated with blood borne illnesses or other germs. Therefore, spills of these fluids will be cleaned up and the contaminated surfaces disinfected immediately. Only trained individuals will perform such clean-up. The clean-up process using a bleach solution or other appropriate disinfectant (visit <http://www.bt.cdc.gov/disasters/bleach.asp> for appropriate bleach solutions) is to:
    - A. Block off the area of the spill from residents and guests until clean-up and disinfection is complete.
    - B. Put on disposable gloves to prevent contamination of hands.
    - C. Wipe up the spill using paper towels or absorbent material and place in a plastic garbage bag.
    - D. Gently pour bleach solution onto all contaminated areas of the surface.



- E. Let the bleach solution remain on the contaminated area for 20 minutes.
  - F. Wipe up the remaining bleach solution.
  - G. All non-disposable cleaning materials used such as mops and scrub brushes should be disinfected by saturating with bleach solution and air dried.
  - H. Remove gloves and place in plastic garbage bag with all soiled cleaning materials.
  - I. Double-bag and securely tie-up plastic garbage bags and discard.
  - J. Thoroughly wash hands with soap and water.
3. **Pest Control:** [House Members/Contractor] will identify and address pest issues, including insects and rodents. Pest control may include both external and internal preventative and reactive action. Preventative action may include pest barriers both inside and outside the house. Reactive procedures include pest elimination provided by a licensed pest control company. Pest control will be safe to residents, effective, and environmentally sound. Pest treatment, including the use of pesticides, will be in accordance with federal and state regulations, and be applied by a licensed professional.



## Sample Grounds Maintenance Policy

This sample Grounds Maintenance Policy provides a structured framework for planning, defining, and implementing a grounds maintenance plan. Grounds maintenance requirements under the Greek Housing Standard include snow and ice removal for sidewalks and pathways, trash and debris disposal, and yard maintenance.

This sample policy reflects common grounds maintenance practices. Sorority and fraternity chapters are encouraged to read through the sample policy and define reasonable and safe practices for their chapter houses.

Sorority and fraternity chapters may decide to conduct grounds maintenance through chapter members, or contract for third-party services.

[INSERT CHAPTER NAME]

## *Snow and Ice Removal Policy*

List House Members/Contractor Responsible for Snow and Ice Removal:

[INSERT HOUSE MEMBER NAMES OR CONTRACTOR COMPANY AND CONTACT INFORMATION]

1. **Priority Areas:** [House Members/Contractor] will remove snow and ice from all paved areas, sidewalks, steps, stairs, landings, and entrance ramps as shown in identified snow priority areas.

[IDENTIFY SERVICE AREAS AS PRIORITY ONE OR PRIORITY TWO ON A MAP/OR LABELED PICTURES]

2. **Snow Removal:** [House Members/Contractor] will ensure a pavement pathway of [3 feet wide] is free of snow accumulation, piles, or drifts by removing all snow and ice from sidewalks, steps, landings, and entrance ramps. [House Members/Contractor] will remove snow, including drift or piles, from all remaining paved surfaces as shown in defined areas. All practical measures will be taken to provide free drainage for melting snow so that cleared surfaces do not become covered with water and freeze.
  - Snow in Priority 1 areas will be removed when accumulation exceeds [one inch or within one hour after snowfall stops].
  - Snow in Priority 2 areas will be removed when accumulation reaches [3 inches or within 2 hours after the snowfall stops].

This may require multiple snow/ice removals each day. When snowfall is heavy or accumulations become excessive, the [House Members/Contractor] must place excess snow in identified accumulation points.

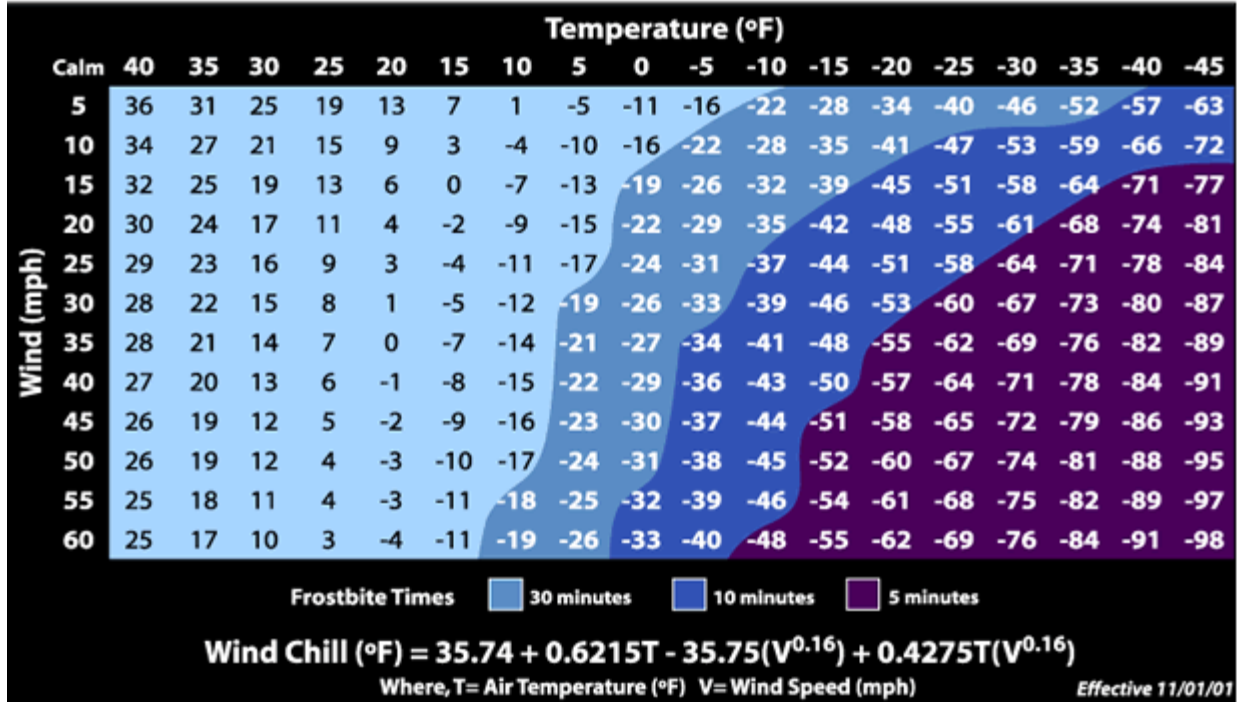
[INSERT MAP/OR LABELED PICTURES OF ACCUMULATION POINT(S) FOR EXCESS SNOW.]

3. **Ice Removal:** [House Members/Contractor] will prevent ice accumulation using salt or another ice mitigation product to provide secure footing or safe driving conditions.
  - Salt/ice mitigation product will be applied [at the beginning of a storm] at critical areas, such as handicapped ramps and exterior entryways/exits. The resulting slush will not be deposited on grass or landscaped areas, if possible. To prevent freezing of drains, place salt in burlap bags at inlets or in catch basins but so as not to obstruct the flow of water, if possible. Icicles will be removed from above doors, porches, and pedestrian walkways to protect pedestrians.
4. **Safety:** House members should dress appropriately for cold weather conditions. House members should not remove snow or ice under unsafe weather conditions. House members should immediately stop snow/ice removal if they feel any discomfort or heaviness in the chest, arms or neck; unusual or

prolonged shortness of breath; a prolonged dizzy or faint feeling; excessive sweating or nausea and vomiting; or excessive back pain.



# NWS Windchill Chart



## Trash and Debris Policy

List Waste Management Provider(s): [INSERT COMPANY NAME AND CONTACT INFORMATION]

1. **Exterior Trash Receptacles:** Exterior trash receptacles will be provided by [INSERT PROVIDER].

Trash [and yard waste] receptacles will be placed in the following area, which will be accessible by house members and the waste management provider:

[INSERT MAP/OR LABELED PICTURES FOR TRASH COLLECTION POINT.]

2. **Standardized Exterior Trash Removal Schedule:** House members will dispose trash inside sealed trash bags and place trash in receptacles.
  - Trash will be collected [ENTER FREQUENCY].
  - Trash collection day is [ENTER DATE].
3. **Bulk Trash:** Bulk items, such as old furniture, appliances, carpets, mattresses, scrap metal, etc. [will/will not] be collected by [INSERT PROVIDER]. [INSERT PROCESS FOR BULK TRASH DISPOSAL].
4. **Yard Waste:** Yard waste, such as brush, leaves, grass clippings, generally should not be disposed with household trash (follow your waste management provider's instructions). [INSERT PROVIDER AND PROCESS]. [If no provider provides yard waste removal, chapter will provide yard waste bags for disposal and will dispose yard waste.]
5. **Accessibility:** Exterior trash receptacles will not be blocked by vehicles or other obstructions. All trash will be placed inside trash receptacles. If trash overflows provided receptacles, [INSERT PROCESS FOR TRASH OVERFLOW].
6. **Interior Trash Removal:** Each bedroom will contain a trash receptacle provided by the [House or Resident]. Residents are responsible for disposing their bedroom trash. Each resident will dispose of his/her trash once the bedroom receptacle is filled (or as otherwise needed) by placing it inside the exterior trash bin. A bedroom receptacle is considered "filled" when trash reaches brim of the receptacle. Bedroom receptacles may also need to be emptied when food is discarded or the trash gives off an odor. All trash will be contained within a sealed trash bag when disposed into an exterior bin.

**Yard Maintenance (non-winter months)**

**List House Members/Contractor Responsible for Grass Maintenance:**

[INSERT HOUSE MEMBER NAMES OR CONTRACTOR COMPANY AND CONTACT INFORMATION]

**Yard Maintenance Related to Safety and Security of House (policy must cover):**

1. **Mowing:** Code Enforcement considers grass to be high when it exceeds 12 inches in height. At that point, Code Enforcement will issue a Violation Notice. Prior to mowing, [House Members/Contractor] will pick up and dispose of any trash in yard. Weather permitting, [House Members/Contractor] will cut grass [weekly or biweekly] during non-winter months on grounds as indicated below:  
[INSERT MAP/OR LABELED PICTURES FOR MOWING AREAS]
  - a. **Grass Clippings:** grass clippings and/or leaves will be [removed or mulched when visible] after mowing, including clippings and/or leaves on sidewalks.
  - b. **Grass Height:** [House Members/Contractor] will maintain grass height on improved grounds between [1 to 4 inches] depending upon the type of grass.
  - c. **Aeration:** [House Members/Contractor] may need to aerate soil on improved grounds to maintain grass in a healthy state.
  
2. **Weeds and Bushes:** Weeds and bushes can pose safety hazards to residents and guests. Some weeds may be noxious; some bushes can provide cover for potential burglars/assailants. Noxious weeds are those plants that can, if not removed, cause an unhealthy or unsafe condition. A good example of a noxious weed is poison ivy. For a list of what the city considers to be noxious weeds, visit <http://codes.ohio.gov/oac/901:5-37>.
  - a. **Weed Trimming/Removal:** [House Members/Contractor] will trim or remove weeds around trees, shrubs, buildings, fences, poles, posts, fire hydrants, parking lot bumper blocks, boulders, and other fixed obstacles. Trimming will be performed as necessary. Damage to trees and shrubs from trimming will be repaired or replaced by [House Members/Contractor] within a reasonable amount of time.
  - b. **Bush Maintenance:** Bushes will be trimmed to 4ft in height, or maintained at 8ft in height. At no time will bushes block front/rear entryways or first floor window

**Yard Maintenance Related to Aesthetic of House (policy may include the following):**

3. **Edging:** [House Members/Contractor] will edge sidewalks, driveways, curbs, and other concrete or asphalt edges located on improved areas at least [every other mowing or once per month]. [Edging includes removal of vegetation from cracks in sidewalks, driveways, and curbs within .5 inch of the edged surface and to a depth of 2.0 inches.] Areas that may require edging are indicated below:  
[INSERT MAP/OR LABELED PICTURES FOR EDGING AREAS]



4. **Irrigation:** Barren and/or yellowing grass areas may require water. [House Members/Contractor] will provide sufficient amounts of water to all improved areas, as necessary to present a uniform green color without browning or barren areas resulting from lack of water. [House Members/Contractor] will provide watering hoses and/or portable watering devices for irrigating areas that do not have sprinkler systems. Areas that may require irrigation are indicated below:  
[INSERT MAP/OR LABELED PICTURES FOR IRRIGATION AREAS]
5. **Seasonal Leaf and Debris Removal:** [House Members/Contractor] will remove and dispose all natural debris (tree limbs, dry brush, rodent habitats, dead animals, etc.) during the fall, and again during the spring. Leaves will be removed during the fall; at other times, leaves will be removed as necessary, or mulched during mowing. Sidewalks and walkways will be clear of debris to prevent injury to pedestrians. Debris will be removed in accordance with trash service provider instructions and local regulations.
6. **Fertilizer and/or Lime:** [House Members/Contractor] will apply fertilizer and/or lime to all improved grounds, as needed. Approved fertilizers/lime will be applied in accordance with the manufacturer's instructions. The type and amount of fertilizer or lime applied may require a soil test.
7. **Emergencies:** [House Members/Contractor] will immediately notify [INSERT INDIVIDUAL(S)] of any emergency grounds maintenance issues.
8. **Special Events:** [House Members/Contractor] will return grounds to normal conditions within [INSERT HOURS] hours of any special event on exterior grounds.

# APPENDIX D

## Special Event Alcohol Exemption Form

The Special Events Exemption Form explains the expectations, application process, event details, planning and preparation process before, during and after the event and the officers and chapter members responsible for the event. Chapters are expected to gain permission from and follow guidelines of their (Inter) National organizations in order to host events.

### EXEMPTION FOR EVENT WITH ALCOHOL

*As a sorority and fraternity chapter facility approved for second year student living, alcohol is prohibited in the common spaces of the facility. Student Life Sorority and Fraternity Life does make exemptions for special events on an event by event basis.*

### HOW TO APPLY FOR AN EXEMPTION

*In order to have an exemption for an event with alcohol at your house you must complete this form. This form must be completed at least 30 days prior to your event. This form must then be submitted Student Life Sorority and Fraternity Life via email at [sfl@osu.edu](mailto:sfl@osu.edu). Once the form is submitted you will receive confirmation to whether your exemption was granted.*

### Event Details

**Purpose of Event:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Date of Event:** \_\_\_\_\_

**Start Time of Event:** \_\_\_\_\_

**End Time of Event:** \_\_\_\_\_

**Type of Event:**

Alumni Event                       Parents Event  
 Date Party                               Fundraiser  
 Annual Event - Please specify: \_\_\_\_\_

### Preparation Prior to Event

Have you notified all residents of the house about the event?  Yes     No

Do you have sober monitors for your event?  Yes     No

How many sober monitors will be at the event? \_\_\_\_\_

Have you designated a cleanup crew for after the event?  Yes     No

What is your chapter's plan to ensure the event is cleaned up properly? \_\_\_\_\_

Have you notified your Advisor(s) and/or House Corporation Board?  Yes     No

If yes, who is aware of your event and plan? \_\_\_\_\_

Have you talked with your House Director about the details of the event?  Yes     No

Has this event been registered with Sorority and Fraternity Life?  Yes     No

**Day of the Event**

Who will be checking IDs to ensure guests that are drinking are 21 or over? \_\_\_\_\_  
 Who will be distributing the alcohol? \_\_\_\_\_  
 Will there be adequate food at the event?  Yes  No  
 Where in the house will the event take place? \_\_\_\_\_  
 Are there areas of the house that are prohibited during the event? \_\_\_\_\_

**Post Event**

How will we ensure that the event won't last past the end time? \_\_\_\_\_  
 We understand that this event must be cleaned up immediately after completion?  Yes  No

**Additional Information**

This event is in compliance with my (Inter) National Organization's policies?  Yes  No  
 This event is in compliance with all applicable University Housing policies and Code of Student Conduct expectations?  Yes  No  
 This event is in compliance with all Sorority and Fraternity Life policies?  Yes  No

Additional Information:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Sober Monitors (must be submitted 2 weeks prior to event)**

Please provide a list of all your sober monitors and their contact information:

_____	_____
_____	_____
_____	_____

*I have read, discussed and plan to implement all of these procedures for the event listed about that is being held in our facility. I also do understand that I still need to submit a Social Registration Form with Sorority and Fraternity Life for each event that the chapter is participating in or hosting. We affirm that this plan and the attached documentation are true, correct and complete. We accept all responsibility for enforcing the Plan, International Headquarters policies, University policies, city ordinances, fire codes, and the laws of the State of Ohio.*

<i>Officer Completing Form Name</i>	<i>Officer Completing Form Signature</i>	<i>Date</i>
<i>President's Name</i>	<i>President's Signature</i>	<i>Date</i>
<i>House Director Name</i>	<i>House Director's Signature</i>	<i>Date</i>
<i>House Corporation Name</i>	<i>House Corporation's Signature</i>	<i>Date</i>