

EXPECTATIONS FOR RESIDENTS: CARE OF THE CHAPTER HOUSE

Living in your fraternity or sorority chapter house is an honor and privilege. It is the “focal point” of your organization on campus. It is the place you look forward to “coming back to” on Homecoming when you are an Alumna/us. It is part of the “extension” of your family and should be treated with the same respect and care as your parents’ house that you grew up in and go home to. With this in mind, please read the following “Chapter House Policy” carefully. This represents the basic “standards” that you and your brothers and sisters should commit yourselves to regarding the use and care of the chapter house.

- Treat the chapter house like the house you grew up in:
 - Keep your bedroom clean!
 - Discard trash appropriately from your bedroom on a regular basis.
 - Do your share to keep the common areas of the house clean by working with your “work team” or picking up personal belongings and trash the night before your cleaning company is scheduled.
 - Do your part to make sure the house is cleaned up after social events in a timely fashion.
 - If there is a Maintenance Need **REPORT IT** to <http://www.vpul.upenn.edu/ofsa/form-maintenance.php> or call OFSA at 215-898-5263.
 - The longer a problem exists, the worse it gets and the more people feel they can mistreat the house
 - Do NOT add to the problem such as: kicking in locked doors, or flushing toilets that are clogged and making a bigger mess.
 - Clean up the kitchen after you use it
 - Wash the pots, pans, dishes etc. you use and make sure that the stove and countertops are clean. You will appreciate it when you go to use the kitchen and the last person before you did the same!!!
 - Be careful when using the stove – do NOT leave it unattended. Make sure it is **TURNED OFF** when you are done using it!
 - It is imperative that everyone clean up food trash, leftovers, etc. These types of trash lead to odors, rodents and bugs, and other health and sanitation issues.
 - Put boxes, suitcases and other items you will need for packing at move-out in a closet or designated area in the basement of the house.
 - Work with your house manager and OFSA to identify an appropriate location is necessary
 - Do NOT leave storage of any kind in hallways or stairwell
 - Use furniture appropriately
 - Do not break or destroy furniture in common areas or bedrooms.
 - If something needs to be repaired/replaced report it!
 - Sofas and chairs should remain **IN** the house and **NOT** be taken outside to be damaged by inclement weather or stolen
 - Do NOT attempt to go on the roof
 - Do not vandalize/break the hatch doors or locks on doors leaving up to the roof of your house – **AUTHORIZED PERSONNEL ONLY** should be on the roof.
 - Be familiar with the University’s Policy on Tampering with Life Safety Systems including the importance of not covering smoke detectors?
<http://www.publicsafety.upenn.edu/assets/SafetyGuidelines/Policy-Tampering-With-Life-Safety-Systems.pdf>
 - Do NOT make changes to your bedroom without permission
 - Do NOT Build Lofts in bedrooms
 - Your chapter house is equipped with a fire sprinkler system to mitigate risks associated with fire. To help prevent interference with the proper functioning of the sprinkler heads in your room, anyone planning to install a bunk/loft bed must contact OFSA Facilities no later than July 15 (for Fall Semester move-in) or November 15 (for Spring Semester move –in) for inspection/verification that the size and location of the loft/bunk bed complies with OFSA requirements. Unauthorized lofts will be removed and all costs associated with the removal will be the responsibility of the student/occupant assigned to the room.
 - Do NOT paint your bedroom without permission from your Alumni House Corporation and OFSA
 - Do NOT take down or remove walls or replace/change electrical wiring
 - **CITY OF PHILADELPHIA BUILDING CODE MUST BE FOLLOWED**
 - Contact OFSA to discuss any needs/requests for changes
 - Use The Laundry Room Properly
 - Do NOT overload washers and dryers – this will cause damage to the machines
 - Remove Lint from washers and Dryers after each use
 - This will help to maintain efficiency and keep the machines in good working order
 - Do NOT wash or dry sneakers/similar type items in the washers and dryers
 - **THINK ENERGY CONSERVATION!!!**
 - Turn off lights, stereos, televisions, fans, air conditioners when you are not in your room.
 - Turn off big screen televisions in common areas of the house when no one is there watching them.
 - Do NOT prop doors open or let people into the house you do not know!
 - Report anything suspicious to University Public Safety at 511 (on campus phone) or 215-573-3333

Chapters are encouraged to develop their own standards and internal disciplinary processes through which residents will be held accountable to these expectations and chapter standards. **LET'S WORK TOGETHER - ENJOY BEING IN YOUR CHAPTER HOUSE!!!**