



**MTSU Greek Row
House Manager's Guide**

**MTSU Office of Greek Life
P.O. Box 197
Murfreesboro, TN 37132**

www.mtsu.edu/~greeks

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Contact Information

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898-5812 – Work
218-5296 – After Hours Emergency Maintenance
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Thomas McNinch – IFC House Director

(901) 494-5211
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Phil Harvey – Greek Row Maintenance Coordinator

556-7226
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Lionel Bohne – Greek Row Maintenance Coordinator

218-5296 (*After hour emergency maintenance*)
lbohne@mtsu.edu

James Luter – Manager, Grounds Services

(*Lawn care, dumpsters, waste removal/disposal*)
898-5698
jluter@mtsu.edu

MTSU Police

898-2424

MTSU Safety Officer / Fire Marshall

Business – 898-5784
After Hours – Contact Campus Police – 898-2424

Simplex Systems – Nashville

256-8919

Tennessee One Call

1-800-351-1111

House Manager Job Description

The Greek Row House Manager oversees all operations, maintenance, cleanliness and health and safety issues in his respective facility on MTSU's Greek Row. The house manager will be elected by his chapter to serve a one year term beginning at the end of the Fall semester and concluding one year later. Specifically, the House Manager will:

- Properly report any and all facility/maintenance problems through the established work order process in a timely fashion
- Organize and supervise the regular cleaning of the facility and property
- Work to ensure facility is in compliance with all applicable university, local, state and federal codes, rules and regulations
- Reside in the fraternity house 12 months, or delegate another chapter member as a summer house manager if the house manager is away during summer break
- Provide regular updates and communication to appropriate representatives from the university and the chapter housing corporation
- Oversee all check-in and check-out procedures, complete room condition reports, oversee and report all room assignments and room changes and oversee closing of chapter house during all university breaks
- Maintain accurate house roster at all times
- Distribute and oversee completion of Greek Row Housing Contracts and Billing Agreements
- Notify facility residents of all safety precautions, evacuation procedures and regulations
- Encourage the development of an environment conducive to high scholastic achievement
- Develop system of accountability for all damages inflicted upon the facility, working with university and house corporation to assess fines and penalties where appropriate
- Conduct room and common area inspections on a regular basis
- Attend meetings of Alumni Housing Corporation
- Acquire approval for all chapter-initiated facility improvement projects
- Other duties as assigned

Greek Row House Manager Contract

By agreeing to serve as a Greek Row House Manager, I, _____,
agree to the following:

I will uphold all duties assigned to me in the house manager job description, including:

- Properly report any and all facility/maintenance problems through the established work order process in a timely fashion
- Organize and supervise the regular cleaning of the facility and property
- Work to ensure facility is in compliance with all applicable university, local, state and federal codes, rules and regulations
- Reside in the fraternity house 12 months, or delegate another chapter member as a summer house manager if the house manager is away during summer break
- Provide regular updates and communication to appropriate representatives from the university and the chapter housing corporation
- Oversee all check-in and check-out procedures, complete room condition reports, oversee and report all room assignments and room changes and oversee closing of chapter house during all university breaks
- Maintain accurate house roster at all times
- Distribute and oversee completion of Greek Row Housing Contracts and Billing Agreements
- Notify facility residents of all safety precautions, evacuation procedures and regulations
- Encourage the development of an environment conducive to high scholastic achievement
- Develop system of accountability for all damages inflicted upon the facility, working with university and house corporation to assess fines and penalties where appropriate and complete property damage/incident reports upon the damage of any chapter property
- Conduct room and common area inspections on a regular basis
- Attend meetings of Alumni Housing Corporation
- Acquire approval for all chapter-initiated facility improvement projects
- Other duties as assigned

I will attend all regularly scheduled training sessions and house manager meetings.

I will submit all required reports, paperwork and other items in a timely fashion.

I will not be found responsible for any violations of university policy during my term of office.

By signing this document, I understand that failure to fulfill my duties as house manager could result in my removal from the position. I also understand that if I receive financial compensation from my housing corporation or chapter, I will forfeit that financial compensation in the event that I am removed from my position.

House Manager Signature

Date

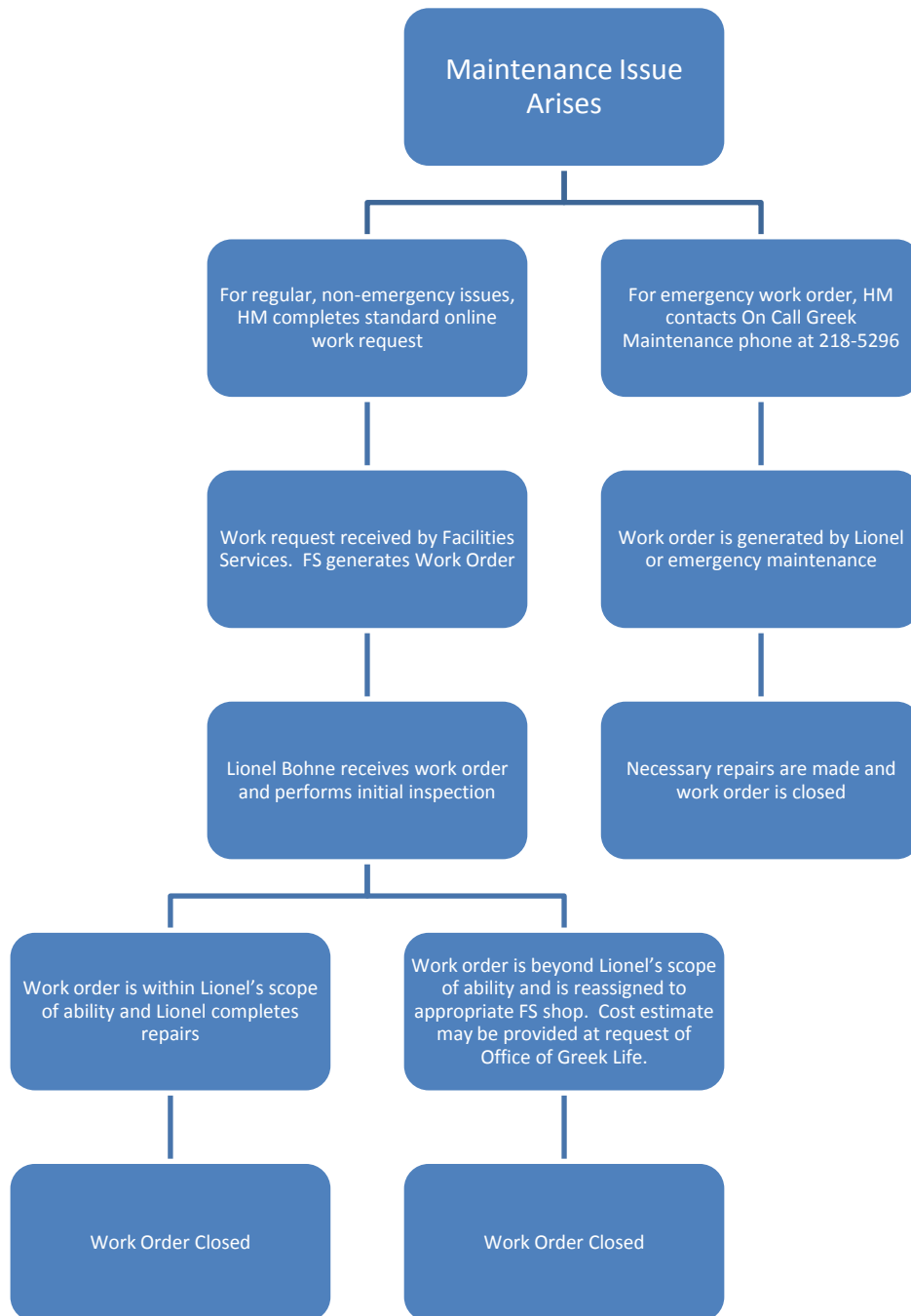
IFC House Manager Signature

Date

Director of Greek Life

Date

Greek Row Work Order Flow Chart



Section 1 Housing Operations

Work Orders

The primary job responsibility of the house manager is to properly identify and report any facility/maintenance problems through the established work order channels.

1. For standard, non-emergency work requests, house managers will use the online work request form, located at:
http://facserv.web.mtsu.edu/greek_life_work_request.htm
2. For emergency work requests, house managers will call the Greek Row on-call maintenance phone at 218-5296. Emergency work request should be limited to the following:
 - a. Any situation that immediately endangers the life, health or safety of any resident
 - b. Water leaks involving substantial amounts of water
 - c. Heating/Air conditioning breakdowns during extreme weather conditions
 - d. Breakdowns or trouble alarms involving the Simplex security/fire alarm system – contact campus police at 898-2424
3. Be aware that for facility-related items involving a life, health or safety issue, work orders may be automatically entered by university personnel whether or not the work has been requested by the house manager.
4. Only the house manager should enter routine work orders. The emergency work order phone number should be posted throughout the house in the event that an emergency occurs during the house manager's absence.
5. All work orders should be completed with as much detail as possible, including the specific location of the problem and a detailed description of the problem.

Check In – Check Out Procedures

The House Manager is responsible for overseeing an orderly organized check in-check out system at the beginning and end of all semester breaks.

1. At the end of each semester, the house manager will call a mandatory room assignment meeting in which all members interested in living in the house during the following semester attend to select rooms and to fill out contracts/billing agreements.

2. Based on the information received at this meeting, the house manager will provide an updated house roster to the Director of Greek Life and to his respective House Corporation president.
3. Residents moving in to the house will schedule a move in date with the house manager.
4. Prior to the move in date, the house manager will have done a pre-inspection of the room to ensure that it is ready to be vacated and will have secured a key (either from the previous resident or through facilities services) for the new resident.
5. Before a resident moves into a room, the house manager will work with the resident to complete section 1 the Room Condition Report (RCR). The RCR will be kept on file with the house manager, with a copy provided to the Office of Greek Life.
6. At the end of the year/semester, any resident vacating the facility will schedule a check-out date and time with the house manager. During the check out, the House manager will complete section 2 of the RCR, in addition to checking the following:
 - a. All garbage/trash and personal belongings is removed from room
 - b. All chapter/university owned furniture is returned to room in original condition
 - c. Floor is swept/mopped/vacuumed
 - d. Removed all tape, nails and hooks from walls
 - e. Closed and locked all windows and blinds
 - f. All personal furniture is removed from room
7. If damage occurs to a room, the House manager will complete the Encumbrance of Record form located on the Greek Life website (<http://www.mtsu.edu/~greeks/forms.htm>), encumbering the resident's account for the actual cost of the room damage:

Type of Damage	Cost*
Replace lost or stolen room key	\$50
Damage to furniture (Replacement cost)	Actual Cost
Replace door handle/lock	\$175
Damage to door (to repair or repaint)	\$50
Replacement of door	\$225
Holes in wall (cost per square foot)	\$15
Carpet replacement (cost per square foot)	\$5
Damage to phone/data jack	\$25
Personal furniture removal fee	\$100
Room cleaning fee	\$100
Failure to complete check-out procedures	\$50
Smoke Detector Replacement	\$150
Sprinkler Head Replacement	\$225

**Actual Cost may exceed these amounts if damage is excessive. The list is just an example of typical damages, and damage falling outside of listed items will be billed to the resident.*

Greek Row Room Condition Report

Chapter _____ Room # _____ Date _____

Resident Name _____ Roommate(s) _____

I understand that this form reflects the condition of the room I have rented from my fraternity's housing corporation and that I am to leave the room in the same condition in which I entered it. I further understand that I am obligated to schedule a check out time with my chapter House Manager, and understand that failure to follow proper check-out procedures will result in a \$200 fine. Finally, I understand that any damage that occurs to my room during my period of residence will be charged to my university account through the Office of Greek Life.

ROOM CONDITION

Check Point	Check-in					Check-out				
Walls	Good	Fair	Poor	Missing	N/A	Good	Fair	Poor	Missing	N/A
	Comments:					Comments:				
Blinds/Window Treatments	Good	Fair	Poor	Missing	N/A	Good	Fair	Poor	Missing	N/A
	Comments:					Comments:				
Windows	Good	Fair	Poor	Missing	N/A	Good	Fair	Poor	Missing	N/A
	Comments:					Comments:				
Carpet/Tile Floor	Good	Fair	Poor	Missing	N/A	Good	Fair	Poor	Missing	N/A
	Comments:					Comments:				
Bed (Frame and Mattress)	Good	Fair	Poor	Missing	N/A	Good	Fair	Poor	Missing	N/A
	Comments:					Comments:				
Desk	Good	Fair	Poor	Missing	N/A	Good	Fair	Poor	Missing	N/A
	Comments:					Comments:				
Chair	Good	Fair	Poor	Missing	N/A	Good	Fair	Poor	Missing	N/A
	Comments:					Comments:				
Dresser (If applicable)	Good	Fair	Poor	Missing	N/A	Good	Fair	Poor	Missing	N/A
	Comments:					Comments:				
Door/Door Frame	Good	Fair	Poor	Missing	N/A	Good	Fair	Poor	Missing	N/A
	Comments:					Comments:				
Door Handle	Good	Fair	Poor	Missing	N/A	Good	Fair	Poor	Missing	N/A
	Comments:					Comments:				
Phone/Data Jack	Good	Fair	Poor	Missing	N/A	Good	Fair	Poor	Missing	N/A
	Comments:					Comments:				
Bathroom (If applicable)	Good	Fair	Poor	Missing	N/A	Good	Fair	Poor	Missing	N/A
	Comments:					Comments:				
Smoke Detector	Good	Fair	Poor	Missing	N/A	Good	Fair	Poor	Missing	N/A
	Comments:					Comments:				
Sprinkler Heads	Good	Fair	Poor	Missing	N/A	Good	Fair	Poor	Missing	N/A
	Comments:					Comments:				
Miscellaneous (Please Specify)	Good	Fair	Poor	Missing	N/A	Good	Fair	Poor	Missing	N/A
	Comments:					Comments:				

Additional Comments:

I have read, completed and agree with all assessments made in this RCR at the time of check in.

Signature of Resident _____ Date _____

Signature of House Manager _____ Date _____

I have read, completed and agree with all assessments made in this RCR at the time of check out.

Signature of Resident _____ Date _____

Office of Greek Life Request for Encumbrance of Records

Chapter Name

Students Name: _____ Student M #: _____

Amount Owed to Chapter: _____

Breakdown of Charges (Must be specific):

Charge	Amount
(House rent, house maintenance fee, etc.)	
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Total Charges: _____	

I attest that the hold placed on this record is due to the member's delinquency in paying fees associated specifically with maintaining the chapter house. This hold has not been requested due to delinquency in paying general membership dues or other fees.

Signature of Chapter Representative

Date

Chapter Representative (Please Print)

Phone:

For Office Use Only:
Date of Encumbrance: _____
Date Hold Removed: _____

By Whom: _____
By Whom: _____

Removal of hold authorized by: _____

Date: _____

Office of Greek Life
Release of Encumbrance of Records

Chapter Name

Students Name: _____ Student M #: _____

I attest that the release of this hold is authorized by the chapter.

Signature of Chapter Representative

Date

Chapter Representative (Please Print)

Phone: _____

For Office Use Only:

Date of Encumbrance: _____

By Whom: _____

Date Hold Removed: _____

By Whom: _____

Removal of hold authorized by: _____

Date: _____

Greek Row Incident / Property Damage Report

Person Completing Report _____ Date of Incident _____

Location of Incident _____ Time of Incident _____

Brief Description of Incident/Damage:

List Names of Persons Involved:

1. _____ 2. _____
3. _____ 4. _____

List Names of Witnesses:

1. _____ 2. _____
3. _____ 4. _____

Signature of Person Completing Report _____

Signature of Witness _____

Billing Rosters/Billing Agreements

1. Four weeks prior to the last day of classes in the Fall and Spring academic semesters (approximately November 1st and March 15th), the House Manager must host a meeting of all members. During this meeting, the house manager will:
 - a. Distribute Greek Row Billing Agreements (Available on the Greek Life website (<http://www.mtsu.edu/~greeks/forms.htm>) to residents living in House and to those members who will be charged out-of-house CAM fees through the university billing system. Every member living in the house must be on billing agreement even if they are not being charged rent (Amount to be charged: \$0.0).
 - b. Distribute contracts from the chapter housing corporation for those men living in the house
 - c. Make room assignments for the following semester
2. Two weeks prior to the last day of classes in the Fall and Spring academic semesters (approximately November 15th and April 1st), the House Manager will collect all billing agreements from chapter members, collect the signatures of appropriate Housing Corporation representatives, and submit billing agreements to the Office of Greek Life. The House Manager will also compile the following rosters:
 - a. A chapter billing roster – a spreadsheet showing the name of each chapter member and the amount they are to be billed (rent and/or CAM fees) during the following semester
 - b. A chapter house roster – a spreadsheet showing the name of each member living in the house, their room number and their phone number. If the house roster changes between this date and the actual beginning of the semester, an updated house roster must be submitted no less than 1 week after the first day of classes the following semester

Keys/Door locks

1. The House Manager will be responsible for the distribution of keys to new residents at the beginning of each semester and the collection of keys from vacating residents at the end of each semester.
2. The House Manager will maintain a chapter key roster (see following page) and update at least once per semester.
3. The House Manager should complete an Encumbrance of Record form for any lost/stolen keys (<http://www.mtsu.edu/~greeks/forms.htm>).
4. The House Manager should submit Key Request Forms (available in the Office of Greek Life and at the KUC Information Desk) for any new keys that need to be issued. The phone number listed on the Key Request Form MUST be a local number.
5. No resident shall add any unapproved locking mechanism (deadbolt, chain, etc.) to any door for any reason.

Middle Tennessee State University Greek Row Billing Agreement

**May be found on the Greek Affairs Website by
clicking on “Forms and Publications” under
“Greek Row Forms”**

Damage to Property

1. The house manager is responsible for reporting any resident-inflicted property damage immediately via the Incident and Property Damage Report Form. This form must be completed and submitted to the Director of Greek Life within 48 hours of the incident.
2. The house manager should attempt to identify the individuals responsible for any damage inflicted to the property. In the event that no individuals can be identified, the house manager will work with the Director of Greek Life to assign shared financial responsibility, particularly for damage to common areas.
3. Any significant damage to the property that is believed to be the result of vandalism should be reported immediately to campus police at 898-2424. Any damage that immediately threatens the life, health or safety of any student should be reported immediately to campus police at 898-2424.

Improvements to Property

1. Any chapter seeking to make improvements to the facility must present a written, detailed plan to the Director of Greek Life. The plan should specifically include:
 - a. The scope of the project
 - b. The materials/tools involved
 - c. The people involved in the project
 - d. The safety precautions that will be followed in completing the project
 - e. The estimated cost of the project
2. In some instances, Renewal and Replacement (R&R) funds may be made available for chapter improvement projects, including:
 - a. New carpet
 - b. Paint
 - c. Appliance/equipment replacementIf a chapter seeks to use R&R funds for an improvement project, a written request must be submitted and signed by both the House Manager and the President of the fraternity housing corporation.

The House Manager must provide three written estimates for the work/equipment along with a payment authorization form, located at: <http://www.mtsu.edu/%7Eboffice/forms/2006PaymentAuthorization.pdf>

3. Chapter members may not engage in any project that permanently alters the exterior appearance of the chapter house in any way without expressed written consent from the Director of Greek Life.

Holiday Decorations

Chapter members are encouraged to decorate their houses before the winter holiday break. However, the following precautions must be followed:

1. The City of Murfreesboro and MTSU forbid the use of natural, cut evergreen trees in public buildings, residence halls and fraternity houses.
2. Decorations may not, for any reason, be nailed, stapled or otherwise attached to any shingled/roofed surface. Under no circumstances should any chapter member be on the roof of the facility for any reason.
3. Any lights/extension cords must be approved for outdoor use.
4. No flammable decorations may be used inside the house nor may they be attached to the exterior of the house.
5. No ladders extending over 10 feet should be used. For any banners/decorations to be placed at a height of over 10 feet, the House Manager must complete an online facilities services work request form.

Trash Disposal

The Facilities Services Department (FSD) provides trash disposal services to the Greek Row complex on a continuous basis. These services are for the proper handling and disposal of trash generated by chapter members for on-campus, chapter-related activities. In order for these services to be efficient and cost effective, the trash should be properly identified (household, bulk, hazardous, etc.), handled, and disposed. In addition, communication between the House Manager and FSD is important for all non-standard issues in order to prevent unnecessary cleanup efforts and subsequent additional charges for these services.

1. The dumpsters behind Greek Row are provided for normal household trash and consumables. These dumpsters are not to be used for either bulk items or hazardous items. All appropriate items should be placed inside the dumpsters.
2. Bulk Items
 - a. *Scheduled / Seasonal* - FSD provides roll-off dumpsters to the Greek Row complex three times per year for disposal of bulk items. These scheduled times include the fall semester move-out, the spring semester move-out, and at homecoming. Again strict adherence to the appropriate items to be placed in the roll-off is required.
 - b. *Unscheduled* - Should a need to dispose of bulk items arise during the year, Facility Services provides a drop-off program at no charge. This drop-off program involves the following:
 1. Call Facility Services Department – Grounds Services between normal business hours, weekdays 7:30 am to

4:00 pm, to schedule a time and location (on campus) for the items to be dropped-off. Contacts include:

1. Dale Witty; 898-5968 (office), 351-5516 (cell)
 2. James Luter; 898-2409 (office), 406-2518 (cell)
2. While making the appointment, describe the items to be disposed so that a determination can be made as to their eligibility for this program as well as the best handling procedures and location.
 3. Meet the appropriate FSD personnel at the designated place and time with the items to be dropped-off.
3. FSD reserves the right to refuse any item(s) that is not approved for roll-off disposal or is not generated from an appropriate source (i.e. materials from non-MTSU/Greek Row property, etc.).
 4. Dumpster areas requiring excessive cleaning will be cleaned by Facilities Services at a cost of \$150 per dumpster and will be billed to chapter/chapters assigned to that dumpster.

Lawn Care

The Facilities Services Department provides lawn care to Greek Row facilities on a continuous basis. These services are for regular, weekly mowing and trimming between the months of March and November.

1. Lawn care on Greek Row will regularly take place on Tuesday each week during the peak mowing season. If weather prohibits lawn care from being completed on that day, the mowing will take place as soon after that day as possible.
2. In preparing for lawn care, house managers should do the following prior to mowing day:
 - a. All trash and other large items (furniture, water hoses, grills, etc.) must be removed from lawn. Mowers will mow around any large items in yard.
 - b. Backyard gates opened and unlocked to allow free access by mowers

Energy Efficiency

The House Manager will be responsible for maintaining a high level of energy efficiency in the house. This will be accomplished through:

1. During heating and cooling seasons, all windows and doors should be kept closed

2. All large refrigerators are cleaned and unplugged before breaks (spring break, summer break, winter break)
3. Maintain thermostats between 68 – 72 degrees F
4. Install and maintain dehumidifiers in high moisture areas (bathrooms, mechanical rooms, storage closets, etc.)
5. Ensure that clothes dryer lint traps are cleaned between every load
6. Remove all obstructions from around air registers/vents (posters, curtains, clothing, furniture, etc.) to promote air flow

Phones/Cable/Internet

1. Phone service is provided to houses through the MTSU Office of Telecommunications at a charge to fraternities. To add or remove phone lines, House Managers should contact the Director of Greek Life.
2. Campus internet service is provided at no cost to fraternities. Service interruptions or network accessibility problems should be addressed through the standard work order process described on pages 5 and 6. For computer specific problems, residents can contact the IT Help Desk 24/7 by calling 898-5345.
3. Cable on Greek Row is provided by Comcast. Each chapter is billed for cable each month through the university. Any problems or work orders regarding cable should be directed to Comcast customer service at 1-800-COMCAST.

Section 2 House Cleanliness

General

The house manager should maintain a regular house cleaning schedule that allows for regular house cleaning no less than once per week. House cleaning should be the responsibility of all residents. Under no circumstances should house cleaning be limited to pledges/associate members. The house cleaning program should mandate certain times the house should be clean, written expectations for each cleaning assignment, and an established fine/penalty system for any member failing to complete assigned duties. House duties should be posted throughout the house each week and announced by the house manager at chapter meetings.

Bathrooms

Weekly Cleaning

1. Make sure that disposable latex gloves are available for use by chapter members when cleaning bathrooms.
2. All floors should be swept and mopped (using a mild cleaning agent) on a weekly basis.
3. All sinks and countertops should be cleaned with household bathroom cleaner once per week.
4. All showers (floors, walls and curtains) should be cleaned using mold/mildew remover and a stiff brush once per week.
5. Toilets should be cleaned with toilet bowl cleaner and a toilet bowl brush at least once per week.
6. Urinals should be cleaned with toilet bowl cleaner and a toilet bowl brush once per week. Urinal traps should be taken out and cleaned weekly.
7. Toilet paper/hand towels and hand soap/sanitizer should be restocked on a weekly basis.

Monthly Cleaning

1. Using a household mold/milder remover and a gentle brush, clean ceiling around showers and air vents once per month, removing all mold/mildew.
2. Remove all shower curtains and soak in a solution of warm water and a household mold/milder remover for at least one hour once per month.

Kitchens

Weekly

1. All floors should be swept and mopped on a weekly basis.
2. All countertops should be cleaned using a household kitchen cleaner on a weekly basis.
3. Stovetop should be cleaned with a household kitchen cleaner on a weekly basis.
4. All dishes should be washed at least weekly.
5. All trash should be removed at least weekly.

Monthly

1. All stove eyes removed and stove pans removed and cleaned
2. Clean oven using household oven cleaner
3. All old food removed from refrigerator and refrigerator cleaned.

Bedrooms

Weekly

1. All rooms cleaned at least once per week
2. All trash removed
3. Floors swept/mopped or vacuumed

Monthly

1. Window sashes removed and cleaned, blinds dusted
2. Using a household mold/mildew remover and gentle scrub brush, clean ceiling/wall around air vents, removing any mold/mildew growth

Common Areas

Weekly

1. All floors swept/mopped or vacuumed
2. All trash removed

Monthly

1. All furniture/appliances dusted using household dusting product

Annually

1. All carpets steam cleaned

Exteriors

Weekly

1. All trash and other large items removed
2. Remove rocks, sticks, limbs etc. from lawn
3. Sweep porch, sidewalks, patios
4. Clean area around dumpster
5. Ensure proper placement of downspouts/splash blocks

Annually

1. Pressure wash all concrete porches, sidewalks, patios

Seasonally

1. During cold weather months, ensure that all exterior water spigots are turned off and all hoses are detached from spigots.

Section 3 Safety and Emergency Procedures

Middle Tennessee State University requires that an organized effort be made to protect personnel and students from further injury and to minimize property damage during every emergency. **Preservation of life shall have top priority in all emergency operations.**

All of Middle Tennessee State University's resources can be made available to respond to a life threatening emergency. Each House Manager must know what to do during an emergency in his area and must be certain that his residents understand their roles. Everyone **MUST** follow the instructions of emergency response personnel in an emergency, regardless of whether it is the MTSU Police Department, Murfreesboro Fire Department or some other agency.

House Manager Responsibilities

1. Before an emergency, the House Manager must ensure that residents are familiar with the emergency plan for the house, particularly the recommended exit routes and how to report an emergency.

During an emergency, the House Manager must:

1. Render assistance to the Incident Commander during an emergency, as requested.
2. Keep employees, students, residents, and guests from reentering an evacuated area until reentry is safe as determined by the Incident Commander.

General Safety Precautions

1. In case of emergency, always call 9-11 or contact campus police at 898-2424.
2. Make sure that all exterior doors remain secured and locked at all times. Any defective exterior doors/locking mechanisms should be reported via the work order system immediately.

Call Before You Dig

1. Due to the large number of underground utilities, some as little as one foot below the surface, the house manager must contact Tennessee One Call at 1-800-351-1111 before digging or driving any stakes/posts into the ground.

Materials Storage

1. No Class B combustibles should be stored in the fraternity house at any time. Class B combustibles are flammable and combustible liquids (including oils, gasoline, greases, tars, oil-base paints, lacquers) and flammable gases.
2. No Class A combustible materials shall be stored in any stairwell or within three feet of any electrical panel. Class A combustibles are common materials such as wood, paper, cloth, rubber, plastics, etc.
3. No items, including personal furniture, should be stored in any area that prohibits access to a mechanical room or electrical panel.

4. No items should be stored in any area that blocks a primary or secondary means of egress, including hallways, room doors, windows or stairwells.

Fire Safety/Fire Drills

Planning for fire safety at Middle Tennessee State University takes into account the special fire hazards for specific operating areas, the protection of high-value property, and the safety of employees, students, and guests. These ends are met by:

- Non-combustible or fire-rated materials and construction practices suitable to the assigned uses of buildings and facilities.
- Alarm systems and automatic extinguishing systems.
- Access to a professional fire department, always staffed and trained in the control of emergencies that could occur at the University. (The MTSU Department of Public Safety makes the initial response to all requests for emergency aid received on the emergency telephone numbers: 911 or 2424 on campus, 911 off campus. The Murfreesboro Fire Department and Rutherford County Emergency Medical Services are automatically notified by the MTSU Department of Public Safety as appropriate.)

Reporting Fires or Fire Alarms

1. You should **immediately** activate the building alarm system upon detecting a fire or visible smoke.
2. House Managers must **immediately** report **all** fires, regardless of size (even if extinguished), smoke, or fire alarms on campus to the Fire Department by dialing 2424 or 911. The MTSU Department of Public Safety (Police Department) dispatches all emergency calls on campus. Most MTSU buildings have local fire alarm systems that are not remotely monitored; therefore, it is imperative that someone notify the MTSU Police Department of fires and fire alarms at 2424 or 911 as soon as it is safely possible.
3. Off campus or at remote sites the Fire Department is dispatched by dialing 911 anywhere in Rutherford County.
4. The MTSU Department of Public Safety (Police Department) will immediately notify the Safety Officer of any reported fire or fire alarm at any hour.

Building Evacuation

1. House managers in each building shall be responsible for instructing the occupants that the entire building is to be 100% evacuated in an emergency or when the fire alarm sounds.

2. The size and type of construction of many campus buildings may prevent you from detecting an actual fire until you are at extreme risk of injury. OSHA standards require that **ALL** persons immediately evacuate.
3. Residents **must** follow these procedures upon discovery of a fire, smoke in a building, or activation of a fire alarm system:
4. **GET OUT**, close the door, and **STAY OUT** if the fire is in the room you are in.
5. Sound the alarm and report the fire to **2424** or **911** once out.
6. You should leave, if you can, if the fire is not in the room you are in.
7. Feel the door with the **BACK** of your hand.
8. Open it slowly if it is cool and proceed to the nearest exit.
9. **CRAWL LOW** under any smoke.
10. **DO NOT** open the door if it is **HOT**. Seal all cracks with wet towels, clothing, or other available material. Shut off all fans and air conditioners. Signal at the window and phone for help.
11. Assume **ALL** fire alarms are actual fires.
12. Do **NOT** investigate; that is the responsibility of the Fire Department.
13. Persons evacuating the building will assemble at a safe distance from the building where they will not interfere with or be endangered by the operation of fire, rescue, or other emergency equipment.
14. The person reporting the emergency should meet the officer in charge of the first arriving police unit or fire apparatus and inform him or her of the nature of the emergency and the general situation.
15. Follow any instructions given by fire or other emergency personnel until the emergency is over and the building is released by the Fire Department.
16. In accordance with Tennessee state law, the building may not be reoccupied and the alarm system may not be reset until permission to do so is given by the Fire Department.

Fire Safety Signs / Evacuation

1. Evacuation routes should be posted throughout the fraternity house. It is the responsibility of the house manager to notify the Director of Greek Life if an evacuation route sign is damaged or missing.
2. All emergency exit signs and emergency lights must be kept in good working condition. It is the responsibility of the house manager to **IMMEDIATELY** complete a work order if damage is inflicted to an emergency exit sign or emergency lights.
All exterior, stairwell, and fire-rated interior doors should remain closed at all times. At no time should an exterior or stairwell door be propped or tied open or obstructed for any reason

Fire Safety and Social Activities

1. Smoking is prohibited in all fraternity houses and within 20 feet of all exits, doors and windows.

2. No flammable decorations, including draperies, may be used in places of public assembly. All decorations must be demonstrated to be fire resistant through testing or labeling from recognized testing organizations such as Underwriters Laboratories or the Consumer Product Safety Commission.
3. Open flames shall not be permitted for lighting in places of public assembly. Candles or other open flames may be used briefly for ceremonial purposes where located on non-combustible surfaces with a fire extinguisher readily available for immediate use.

Sprinkler Heads

1. Sprinkler heads shall not be painted for any reason except for factory applied coatings.
2. Painted sprinkler heads shall be immediately replaced with new sprinkler heads of the appropriate type at the expense of the chapter.
3. Sprinkler heads shall be protected during painting of nearby surfaces or piping by covering with a paper bag. The paper bag must be removed immediately upon work completion.
4. **Sprinkler Head Clearance:** A minimum of 36 inches clearance shall be maintained between the top of any storage/furniture and the sprinkler head deflector to eliminate any obstruction to water distribution.

Hazardous Waste/Bodily Fluid

1. For everyday cleaning that may bring residents in contact with bodily fluid (i.e. toilets, showers, vomit clean up), residents should use caution. House Manager should ensure that disposable (single use) rubber/latex gloves are available at all times and are worn in areas where contact with bodily fluid is a possibility.
2. In the event of an accident requiring the clean up of any amounts of bodily fluid (human blood, body fluids, and other potentially infectious materials regardless of how small or seemingly insignificant. Body fluids include semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, or any body fluid visibly contaminated with blood. All unidentified body fluids should be considered contaminated), the house manager should contact The Office of Environmental Health and Safety at 898-5784 (during business hours) or Campus Police at 898-2424 (during non-business hours) to arrange for trained personnel to coordinate clean-up.

Crisis Response Plan

Each chapter is responsible for maintaining and posting an accurate and up to date crisis response plan. This plan should contain the following information:

1. All appropriate emergency contact information (9-11, campus police, Office of Greek Life)
2. All chapter-specific emergency phone numbers (chapter advisor(s), national organization emergency hotline, chapter president, risk management chair, house manager)
3. A flow chart showing who should be contacted in the event of an emergency.
4. A copy (if applicable) of the chapter's national crisis response plan.