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Section 1: Introduction to the HMG

The Role of Greek Affairs

Education, guidance, and support

The House Manager Guide is designed to assist fraternity and sorority members and alumni in general facility maintenance and providing a safe, clean, and enjoyable environment. The House Manager Guide is not intended to be all-inclusive, so recognize additional resources, such as alumni and community agencies.

The Office of Greek Affairs is committed to providing fraternities/sororities with education, guidance, and support in an effort to promote effective facility management.

General Responsibilities

The House Manager's role in collegiate chapters

As a House Manager, you've taken on the task of managing your chapter facility, coordinating day-to-day maintenance, and working with chapter members and alumni to create processes to maintain your living environment. The care and safety of fraternity and sorority facilities relies heavily on the partnership between alumni, students, and Institute staff. While specific duties may vary depending on the group, some basic House Manager responsibilities may include:

- Serve as chapter liaison with house corporation board to address housing issues.
 - Develop means for chapter to report maintenance concerns
 - Develop procedure for reporting needed supplies
- Develop concrete plan for facility upkeep, involving all member participation, including:
 - Recycling practices
 - Weekly cleaning responsibilities for all members
 - General cleaning practices for all members
 - Guest sign-in practices
 - Chapter house door/phone etiquette
- Work with chapter officers to implement enforcement of: house rules move-in/out procedures.
- Attend campus housing information sessions that address Greek housing issues.
- Work with house corporation board in scheduling fire inspections.
- Provide continuous fire/facility safety information and training.
- Work with chapter officers to prepare fire/house safety workshops each semester
- Develop system of rewards for members who go above and beyond caring for chapter facility.
- Prepare annual member survey to identify chapter's highest priorities for housing needs.
- Work with house corporation board to ensure facility meets all health and fire codes.
- Post "to do" list outlining each member's obligation to help keep the facility clean.
- Oversee room selection/lottery process and managing the summer boarder process.
- Ensure facility is closed properly for all vacations.
- Communicate and enforce facility, Georgia Tech, city, state, and federal rules and regulations.
- Train successor

Guidelines for Success

Leadership lessons and challenges

Whatever your specific duties include, communication and decision making are key to the successful management of your chapter facility. Some guidelines for house management success are to:

- Set clear goals and priorities.
- Understand your role and continue to gain knowledge about house management.
- Be familiar with life-safety expectations/standards, basic building codes, and licensing procedures.
- Maintain clear communication with residents and alumni.
- Communicate applicable rules and regulations in a consistent and timely manner to the residents.
- Stay organized and maintain important records.
- Lead by example!
- Utilize resources, such as local alumni volunteers, Greek Affairs staff, and Institute departments.

Know Your Constituents

Institute, Community, and Alumni Connections

ALUMNI SUPPORT (Fill in your chapter's information below)

Name	Title/Position	Email Address	Phone
	Chapter Advisor		
	Faculty/Staff Advisor		
	House Corporation Board Officer		
	House Corporation Board Officer		
	Headquarters Representative		
	Other		
	Other		

GREEK AFFAIRS

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EMERGENCY NUMBERS

Georgia Tech Police 404-894-2500
 Environment, Health & Safety 404-894-6224
 Facilities 404-894-1613

Section 2: Facility Management 101

The Public Relations Approach

What do our homes communicate?

We can positively promote the Georgia Tech Greek experience through the maintenance and appearance of our facilities. When the campus and surrounding community see yards cluttered with cans, bottles, trash, and debris, a quick judgment is often made about the facility's residents and the Greek community in general. The Georgia Tech Greek area has a prominent location on campus, and, good or bad, the condition of our homes communicates a great deal to the campus and surrounding community.

Consider the following questions:

- Do our facilities communicate pride in our organizations?
- Do our facilities communicate that we are responsible neighbors in the Georgia Tech community?
- Does our facility positively reflect on the Greek community and Institute?

OPERATION & CONDITION STANDARDS FOR CHAPTER HOUSING

Consider the following standards used by Pi Kappa Alpha and Delta Chi Headquarters:

Appearance of Vegetation Lawn, shrubs and trees are well groomed and watered, and unsightly weeds do not appear on the property.

Appearance of Yard Litter is not present on the property, including the parking lot, and interior furniture or other unattended personal property does not appear in the yard.

Exterior of the Building View from the street exhibits no visible need for new paint. No boarded up and/or broken windows, and no loose or missing rain gutters, downspouts or shutters.

General Maintenance

Prevention and repair

We (especially engineers!) often feel like we can fix anything, or that we have the knowledge to create a "quick fix".

Remember, though, that it is dangerous/illegal for unlicensed people to:

- Do electrical work
- Set or reset fire alarms or smoke detectors
- Perform plumbing and structural work
- Place obstructions or combustible material in hallway, stairway, or exit way.

The following offers general suggestions to maintain kitchen, laundry, and household operations/appliances, as well as suggestions for the maintenance of your facility's exterior and yard. Always consult with your house corporation board and chapter advisor before attempting or planning for maintenance projects.

General Maintenance Suggestions*

Washing Machines:

- Keep interior clean
- If cold water is running slowly, turn off water inlet valves, remove water hoses, and clean small screen filters.
- Check washer water fill hoses for cracks, blisters, corroded fittings, and leaks

Clothes Dryers:

- Clean lint after every load
- Periodically, clean exhaust hose that leads to exterior of house
- Periodically, clean lint from dryer heater box (inside unit)

Dishwashers:

- Never wash anything other than dishes in your dishwasher.
- Dishwashers should be run at least once per week to keep seals moist.
- Periodically wipe area around seals to prevent soap scum buildup.
- Semi-annually lift out the strainer and clean it with warm water

Microwaves:

- Check output efficiency annually (or when needed)
 - For 600 – 1000 watt microwave ovens, place an 8-ounce cup on water in the oven and operate the unit on high for 3 minutes. The water should be boiling.
- Don't attempt to repair microwave yourself
- Microwaves should be run on a separate electrical circuit to allow for most effective operating

Refrigerators and Freezers:

- Keep condenser coils clean
- Empty and clean drain pan (when cleaning condenser coils)
- Keep perimeter door gasket clean
- Keep food compartment between 34-40 degrees and freezer compartment at 0 degrees

Range/Oven:

- Keep range top and oven clean
- Periodically check oven-door gasket - should be soft/pliable
- In a gas range, inspect the pilot flame – flame should be sharp blue cone approximately 1/4 inch

Garbage Disposals:

- Clean disposal by putting ice cubes and ¼ cup of white vinegar into unit and operating it with no running water. When it sounds like the ice cubes are gone, slowly run cold water.
- Keep cooking grease, coffee grounds, hair and soap scum out of the drain

Heating and Cooling Systems:

- Late summer and early fall are the ideal times to do an inspection and cleaning of these systems
- Change filters every three months
- Keep your pilot light burning during the summer to help keep the furnace dry and prevent corrosion
- Keep vents closed in unused rooms to save on heating/cooling costs
- Using heat generating appliances in the evening and reducing the number of lights on will help save on costs during the summer

Plumbing:

- If any of your appliances develop a leak, inspect your drain trap. A partially clogged drain can cause overflow. Use a plunger or a plumber's snake to unclog the drain.

Water Heater:

- Twice a year – drain and flush sediment, which reduces efficiency
- Check pressure relief valve to make sure this crucial safety device isn't clogged. If over pressurized, place a bucket beneath the copper overflow pipe where it hangs near the floor. Carefully push the relief valve at the top and a burst of hot water should spray out of the pipe. If not, the valve needs to be replaced

Doors, Doorknobs, and Locks:

- If door doesn't shut securely, check to see if hinges can be adjusted to allow for closing. Hinges can be bent to correct the swing angle of the door.
- Lubricate key lock periodically
- Adjusting strike plate can help door close securely

Yard/Trash:

- Keep yard landscaped and clear of trash
- Keep lid to trash container closed at all times
- Keep trash picked up from outside of trash container
- Clean gutters in spring and fall
- Check for damaged roofing and flashing materials
- Cut back trees and shrubs from house walls, roof and air conditioning system as needed
- Check bathtub and shower caulking monthly and improve promptly as needed

** General Maintenance Suggestions provided by the Massachusetts Institute of Technology and Cornell University*

Facility Self-Inspection Form

Prevention and repair

Work with your house corporation board and chapter advisor to complete this checklist once a semester. Add cells to this checklist to cover any additional items your chapter wants to address.

Smoke Detectors, Fire Alarm System, and Emergency Lights

- YES NO Exit Lights are working
- YES NO Emergency lights are all working properly
- YES NO There is a functioning smoke detector in each room

Fire Extinguishers

- YES NO There is at least one extinguisher on each floor
- YES NO There is at least one extinguisher in the kitchen
- YES NO There is an extinguisher in the laundry room
- YES NO Extinguisher locations are accessible and clearly marked
- Yes No All extinguishers are in their places, hung properly, and fully charged
- YES NO A responsible person makes sure all extinguishers are inspected and serviced by an outside contractor yearly (tags are current)

Housekeeping & Storage Areas

- YES NO General interior and exterior housekeeping good
- YES NO Storage rooms and work rooms neatly arranged with adequate access
- YES NO Floors and wall clean throughout
- YES NO Combustible trash removed from building
- YES NO All paints and solvents are stored in an approved, fire rated, metal cabinet

Halls & Stairwells

- YES NO All hallways and stairwells are free from obstruction
- YES NO All halls and stairwells are well lighted
- YES NO All stair steps and stair wells have secure banisters and railings
- YES NO All doors to/from common areas and stairwells closed securely or secured by magnetic closers

Building Maintenance

- YES NO Roof covering in good condition with no known leaks
- YES NO All interior and exterior walls in good condition

- YES NO All interior and exterior doors and windows in good condition
- YES NO All fire doors have properly functioning door closers and none are propped open
- YES NO Fire escapes are free from obstructions
- YES NO All windows and pathways leading to fire escapes are free of obstructions

Kitchen and Cooking

- YES NO There is an extinguishing system protecting all cooking areas/equipment
- YES NO All cooking areas/equipment is located under a hood
- YES NO Entire hood and ductwork system is cleaned twice a year by and outside contractor
- YES NO Grease Trap has been cleaned
- YES NO Kitchen surfaces are clean
- YES NO Food is stored appropriately
- YES NO Pesticides, bug killers, rodent bait, etc...is not stored near food

Electrical System

- YES NO No excessive use of extension cords
- YES NO All covers in place with none broken
- YES NO All lighting fixtures have bulbs

Laundry Room

- YES NO Clothes Dryer lint filters cleaned regularly
- YES NO Areas behind dryers are free of lint
- YES NO Dryer Exhaust vent cleaned regularly

Plumbing System

- YES NO Plumbing in good condition with no known leaks
- YES NO Annual Sprinkler Inspection complete and on file with Greek Affairs

Furnace & Hot Water Heaters

- YES NO All doors to rooms closed completely
- YES NO All rooms free of combustible materials
- YES NO All covers to equipment in place
- YES NO Equipment inspected within last year by contractor

Fire Drills

- YES NO There is a practice fire drill each year

Waste Management Guidelines

Dumpsters, roll-offs, and dumpster locations

IMPORTANT CONTACTS

- **Cindy Jackson** (general questions), 404-894-2004, cindy.jackson@facilities.gatech.edu
- **Ed Pozniak** (hazardous materials), 404-894-6224, ed.pozniak@facilities.gatech.edu
- Contact **Animal Control** at 404-355-8387 for dead animal removal.

DUMPSTERS

1. General household waste must be bagged and secured
2. Corrugated cardboard must be broken down and placed beside dumpster
3. Yard waste must be bagged and secured

UNACCEPTABLE ITEMS FOR DUMPSTERS

- cardboard, couches, chairs, tables, carpet, tree branches, car parts, construction materials, desks, dirt, sand, hot coals, mattresses, bed frames

PLEASE RECYCLE THE FOLLOWING— take to 4th Street receptacles

- glass, plastic, newspaper, mixed office paper, magazines

ROLL OFFS

1. Bulky items are acceptable
2. ACCEPTED ITEMS
(furniture, carpet, mattresses, dirt, construction materials, tree branches (maximum 4ft.), sand)
3. **NEVER** Deposit the following items into a roll-off or dumpster.
(electronics, metal, refrigerators, tires, used oil, bio-hazardous waste, flammables, fluorescent tubes, paint/solvents, propane tanks, and car batteries)

WASTE REMOVAL LOCATIONS

Location 1

Phi Gamma Delta
Alpha Gamma
Delta
Zeta Tau Alpha

Location 3

Tau Kappa Epsilon
Larry's House
Theta Chi

Location 4

Phi Sigma Kappa
Psi Upsilon

Location 5

Kappa Sigma
Sigma Phi Epsilon

Location 6

Kappa Alpha

Location 7

Phi Kappa Sigma
Theta Xi

Location 8

Sigma Chi

Location 9

Delta Sigma Phi
Lambda Chi Alpha
Delta Upsilon
Delta Chi
Phi Kappa Tau

Location 10

Wesley Foundation
Lutheran Center

Location 11

Alpha Tau Omega
Pi Kappa Phi
Phi Kappa Theta
Sigma Alpha
Epsilon

Location 12

Pi Kappa Alpha
Phi Mu
Delta Tau Delta

Location 13

Alpha Epsilon Pi

Location 14

Alpha Delta Pi

Location 15

Alpha Chi Omega
Chi Psi
Baptist Student
Union
Catholic Center
Alpha Delta Chi

Location 16

Chi Phi
Phi Delta Theta

Location 17

Sigma Nu

Location 18

Beta Theta Pi

Location 19

Alpha Xi Delta

Location 20

Campus Christian
Fellowship

Closing the Chapter Facility Checklist

Address the following checklist before closing your facility for the holidays or extended vacations.

- Signed lease agreements are collected from all returning tenants.
- Set move-out time by which all members must be out of the facility.
- Ensure that rooms emptied of possessions and trash by tenants.
- Collect all keys from tenants and change door code.
- Have telephone service terminated or placed on "vacation rates."
- Turn heat down (maintain at least 58 to 60 degrees) and unplug all space heaters.
- Store and lock all equipment and furniture.
- Store and lock all trophies, composites, photos, awards, and other valuables.
- Empty, clean, and disconnect personal refrigerators.
- Require tenants to unplug all electrical equipment.
- Clean refrigerator and stoves thoroughly, and leave doors open to avoid mildew.
- Empty all trash from the house to eliminate fire and health hazards.
- Make arrangements to have all trash hauled away.
- Check all locks on doors and windows.
- Repair any broken windows.
- All accounts receivable should be collected.
- All accounts payable should be paid.
- All safety equipment is checked and in working order.
 - Exit lights are operational.
 - Fire extinguishers are operational.
 - Sprinkler system is operational.
 - Additional fire suppression system in kitchen is operational.
 - Complete property inspection. Inventory equipment, furnishings, and amenities.
 - Itemize all damage or repairs needed in individual and common areas.
 - Arrange for an advisor or chapter officer living nearby to check the facility periodically.

Section 3: Safety & Risk Management

General Safety Suggestions

Always keep safety in mind

Consider the following suggestions in mind as you work to lower the possibility of an accident in your house. Keep in mind that safety tips are only effective if they are shared with the members of your organization. *

- Educate **ALL** members about facility rules, policies, and safety procedures
- Post guidelines and tips in visible areas (by community phones, exits, bathrooms, kitchen, etc.)
- Verify safety systems (smoke detectors, alarms, fire extinguishers, exit signs, lighting) are checked on regular basis
- Make sure exit signs are visible and in place
- Make sure emergency lights and batteries are working and charged
- Keep stairways clear of debris and lighted at all times
- Close doors that open to a stairway at all times
- Keep exit ways to fire escapes free of debris and maintain access to exit windows.
- Don't leave candles unattended.
- Repair broken plaster immediately. Holes in walls aid the spread of fire.
- Fire places and chimneys should be cleaned annually.
- Install locks that can be opened from the inside without a key.
- Never store gasoline or propane inside your house.
- Do not use the boiler room or other mechanical room for storage, especially anything combustible.
- Make sure combustion air inlet for boiler isn't blocked - could result in carbon monoxide poisoning
- Post the locations of all utility shutoffs in case of flood, electrical fire, etc.
- Do not hang anything from the sprinkler system as it will interfere with the spray pattern of the sprinkler head
- Never run wires under a rug, through doorways, windows or any place a wire can get pinched and short circuit.
- Have fire extinguishers checked annually
- Have members refrain from using cooking, soldering equipment, irons, portable heaters etc. in their rooms.

* Information provided by the Massachusetts Institute of Technology

Fire Safety

Every year college and university students experience a growing number of fire related emergencies. In the majority of cases where fire fatalities occurred on college campuses, alcohol was a factor. The leading causes of fire injuries on college campuses are cooking, careless smoking, and candles. Some causes of house fires include:

- Improper use of 911 notification systems delays emergency response.
- Student apathy. Many are unaware that fire is a risk or threat in the environment.

- Evacuation efforts are hindered since fire alarms are often ignored.
- Building evacuations are delayed due to lack of preparation and planning.
- Vandalized and improperly maintained smoke alarms and fire alarm systems inhibit early detection of fires.
- Misuse of cooking appliances, overloaded electrical circuits and extension cords increase the risk of fires.

Fire Safety Tips

Electrical Safety:

- Replace or repair electrical devices with loose cords
- Avoid running extension cords across doorways or under carpets.
- **DON'T OVERLOAD EXTENSION CORDS.**
- Be sure extension cords are properly rated and used only temporarily.
- Don't use an electrical outlet or switch if the protective cover is ajar, cracked, or missing.
- Place lamps on level surfaces, away from things that can burn. Avoid Halogen lamps.
- Use bulbs that match the lamp's recommended wattage.

Cooking:

- Cook only where rules allow.
- Keep the kitchen clean and uncluttered.
- Unplug unused electrical appliances
- Never leave cooking unattended.

Smoking:

- Smoke only where rules allow.
- Use large, deep, non-tip ashtrays.
- Don't smoke in bed.
- It is risky to smoke when you have been drinking or when you are drowsy.

Candles:

- Only have candles where rules allow.
- Blow out candles when you leave or go to sleep.
- Keep papers, curtains, and anything that burns away from lit candles.

Barbecue:

- When using grills on decks or patios, leave sufficient space from siding and eaves.
- Always supervise a grill in use.
- Have grills repaired by professionals and follow the manufacturer's instructions.

Home Security

Keeping your home safe

Review the following to help secure your facility and educate members on home security.

THE FUNDAMENTALS

- Secure Your Space!** Close the door behind you, lock your doors and windows, and do not share your door code or loan your key.
- Close it Behind You!** Do not allow unknown people to enter your residence hall or chapter house behind you, and, do not prop your doors open. **Locks only work if you use them!**
- Space for Everything!** Do not leave your identification, wallets, jewelry, and other valuables in plain view. Find a safe place to store your belongings.
- Identify Your Property!** Encourage members to mark valuables with identifiable marks and take inventory of property.

“CASE” YOUR PLACE

Here are a few questions to get you started:

- **Where is the easiest entry?** How can you make it more burglar resistant? Trim trees and shrubs near your doors and windows. Force any would-be burglar to confront a real enemy -- light. Exterior lights, mounted out of reach, can reduce the darkness a burglar finds comforting.

- **How can you slow burglars down?** A burglar delayed for four or five minutes is apt to give up and try for another less difficult location. Simple security devices -- including such ordinary equipment as screws, padlocks, door and window locks, grates, bars and bolts -- can discourage intruders and keep them from entering.
- **How about noise?** Try to make the general prospect of robbing your home a noisy job. Many types of alarm systems are available, with detectors to be mounted on doors and windows. Deciding just how much home protection you need -- and can afford -- is a personal judgment. Ask GT Police to survey your home and advise you about suitable protection.

COMMUNICATION

In the event of a break-in and/or burglary, there are several things to keep in mind.

1. Don't attempt to catch the burglar -- they are often armed and dangerous.
2. As soon as you realize there has been a break-in, contact the campus police

CAMPUS SAFETY RESOURCES

Campus Police: (404) 894-2500,

<http://www.police.gatech.edu/policeindex.html>

Office of Homeland Security: (404) 894-8392,

<http://www.police.gatech.edu/homeland/>

Stingerette Shuttle: (404) 894-RIDE,

http://www.parking.gatech.edu/transportation/2_stingerette/index.php

Emergency Notification Procedures

Who to call and what to report

Call **4-2500** from a campus phone or **(404) 894-2500** from an off-campus phone for emergency assistance. If you call 9-911 from a campus location to request emergency assistance, you will be connected to the City of Atlanta Police Dispatch. Once you identify the emergency as being on the Georgia Tech Campus, APD will route the call to the Georgia Tech Police Department anyway, so it is best to dial **4-2500** for immediate response.

Call from a safe location and remember to:

- Stay calm.
- Be prepared to answer the following questions:
 - Where is the emergency located?
 - What is the emergency? (fire, medical, hazardous material, etc.)
 - How did it happen?
 - When did it happen?
 - Who are you? (your name)
- Gather any other information that may be useful for the emergency responders (e.g. are there any injuries involved?).
- Do not hang up until instructed to so by the dispatcher.

You do not need to know all the answers to these questions, but quickly gather as much information as you can. Give a telephone number or safe location where the emergency responders can call or meet you, and wait for the responders at that safe location.

General Evacuation Procedures

Suggestions for safe evacuation

When evacuating your facility:

- Stay calm; do not rush and do not panic.
- Safely stop your work.
- Gather your personal belongings if it is safe to do so. (Reminder: take prescription medications out with you if at all possible; it may be hours before you are allowed back in the building.)
- Use the nearest safe stairs and proceed to the nearest exit. Do not use the elevator, Proceed to the designated Emergency Assembly Area (EAA) and report to your roll taker.
- Wait for any instructions from emergency responders.
- Do not re-enter the building until you have been instructed to do so by the emergency responders.

Hazardous Waste

Identifying potential hazards

For safety and environmental reasons, please store your household hazardous waste in areas where it can not be easily spilled. Make sure the containers are closed at all times, and dispose of them as soon as practical. Attached is the list of accepted household hazardous wastes.

Acceptable Automotive Hazardous Waste Items

antifreeze	motor oil, oil filters	degreasers
brake fluid	radiator flush	engine solvents
car batteries	carburetor cleaner	

Acceptable Lawn & Garden Hazardous Waste Items:

cesspool cleaners	herbicides	no-pest strips
fertilizers	insecticides	pesticides
fire starters	flea/tick powder	poisons
flammable liquids	fungicides	weed killers

Acceptable Kitchen Hazardous Waste Items

chlorine bleach	moth balls	softeners
detergents	oven cleaners	spot removers
drain cleaners	rodent killers	spray starch
lighter fluid		

Acceptable Household Hazardous Waste Items

2,4,5 trichlorophenoxyacetic acid	roof cement	Wood preservatives
sulfuric acid	rug & upholstery cleaners	turpentine, paint thinners paint strippers
aerosol cans	rust preventatives	mercury bearing waste (such as
artist supplies	sealant	fluorescent lamps, thermostats,
asbestos	solvent adhesives, solvent based cleaners	thermometers, and
caulk	tire cleaners	mercury switches)
creosote	tires	metal cleaners
driveway sealer	transmission fluid	ammonia
dry-cell batteries	waste fuels (gasoline, kerosene)	radiator cleaners
fiberglass resins	fire starters	latex and oil-based paints
flammable liquids	floor care products/wax stripper hobby	varnish, stain, shellac
furnace cement	supplies (rubber cement)	
furniture, floor, and metal polishes		

Kitchen Safety

Below are a few guidelines that will reduce your chances of having health and safety incidents in the kitchen.

- Wash your hands before working in the kitchen. Also, wash your hands at regular intervals as necessary while you work. Keep nails clean to prevent the spread of germs. Cover any cuts with waterproof dressings. Change the dressings when work in the kitchen is finished. Remove any jewelry that might get in the way and tie back hair.
- In the event of a power outage, foods stored in the refrigerator and freezer will stay fresh for a period of time if the doors are left closed. A full, tightly packed freezer will stay frozen for 48 hours if the door is closed. A partially filled freezer will last for 24 hours. Any cooked foods that thaw should be eaten immediately or thrown away. Uncooked food that still has ice crystals on it or is still cold (40 degrees F) can be safely refrozen.
- Keep foods either hot or cold. The bacteria that cause spoilage and food poisoning grow best when food is lukewarm. Be especially careful with raw poultry, seafood and foods with a base of eggs, such as mayonnaise or egg salad.
- Make sure the temperature in your refrigerator is 40 degrees or under.
- Never leave cooking unattended. If you must leave the kitchen for some reason, turn the heat off.
- If you spill something on the floor, clean it up. Keep a mop or such handy for this purpose.
- Clean any grease build-up from the stove, oven & exhaust fan regularly. Cooking grease & oil ignite easily & burn rapidly. Never use grills of any type in the house.
- Don't store volatiles such as cleaning fluids, gasoline, and kerosene near food.
- Pesticides such as bug killers, roach poison and rodent bait should be considered dangerous. Store carefully, and not in the kitchen.
- Drain cleaners, bleaches and strong acids can be dangerous.
- Properly clean dishes and utensils. The dishwasher hot water should be at least 180 degrees F.

Section 4: Facility Projects & Tasks

Risk Management Project Timeline

Planning your risk management/safety projects

JANUARY	<ul style="list-style-type: none"> • President, Risk Manager, House Corporation Board officer, Chapter Advisor, and House Manager attends Greek emergency planning meeting with Office of Homeland Security and Institute Office of Fire Safety. • REDBOOKS are due 2 weeks after meeting to Homeland Security and Greek Affairs. • Organize a fire code inspection with the City of Atlanta early in the spring semester (if not completed in December) to ensure facility is compliant with fire code. • Update chapter emergency contact information online at http://www.greek.gatech.edu.
FEBRUARY	<ul style="list-style-type: none"> • Educate chapter on emergency procedures and Emergency Action Plan Notebook (REDBOOK). • Organize a fire drill during the spring semester.
MARCH	<ul style="list-style-type: none"> • Secure belongings during spring break.
APRIL	<ul style="list-style-type: none"> • Develop procedures for closing the facility during summer (if applicable). • Identify needed repairs and improvements.
MAY	<ul style="list-style-type: none"> • Appropriately close the facility: empty refrigerators, unplug electrical equipment, change the door code, etc. (if applicable). • Update chapter emergency contact information online at http://www.greek.gatech.edu. • Update Emergency Action Plan Notebook (REDBOOK) for summer semester.
JUNE	<ul style="list-style-type: none"> • Organize fire code inspection with the City of Atlanta to ensure facility is compliant with fire code. • Educate chapter on emergency procedures and Emergency Action Plan Notebook (REDBOOK).
JULY	<ul style="list-style-type: none"> • Complete any needed repairs and improvements for fall semester. • Create plan for moving into chapter facility.
AUGUST	<ul style="list-style-type: none"> • Finalize all repairs and improvements. • Update Emergency Action Plan Notebook (REDBOOK) for fall semester.
SEPTEMBER	<ul style="list-style-type: none"> • Update chapter emergency contact information online at http://www.greek.gatech.edu. • Educate chapter on emergency procedures and Emergency Action Plan Notebook. • Organize a fire drill early in the semester.
OCTOBER	<ul style="list-style-type: none"> • Greek emergency action plans due to the Office of Homeland Security and Greek Affairs • National Fire Safety Month – consider an educational program on fire prevention and safety.
NOVEMBER	<ul style="list-style-type: none"> • Secure belongings and facility during Thanksgiving break. • Develop procedures for closing the facility during winter break.
DECEMBER	<ul style="list-style-type: none"> • Appropriately close the facility: empty refrigerators, unplug electrical equipment, change the door code, etc. (if applicable) • Identify needed repairs or improvements. Complete any needed repairs and improvements for spring semester. • Create plan for moving into chapter facility. • Organize fire code inspection with the City of Atlanta (if not done earlier in semester)

Risk Management Projects & Tasks

Tasks, contacts, and due dates

TASKS DUE	Contact Information	Due Dates	Office
Emergency Contact Information <ul style="list-style-type: none"> Complete online at http://www.greek.gatech.edu. Each chapter should have four members and one advisor designated to update online forms. 	Buck Cooke (Greek Affairs) buck.cooke@vpss.gatech.edu Sally Kline (Greek Affairs) sally.kline@vpss.gatech.edu	Beginning of Each Semester	Greek Affairs
Emergency Planning Meeting <ul style="list-style-type: none"> Chapter presidents, house managers, risk management chairs, chapter advisors, and house corporation board officer should be in attendance 	Bob Lang (GT Homeland Security) bob.lang@police.gatech.edu Frank Stanley (GT Homeland Security) frank.stanley@police.gatech.edu Sally Kline (Greek Affairs) Sally.kline@vpss.gatech.edu	January	GT Office of Homeland Security Greek Affairs
Emergency Planning Notebook The following information is due to the GT Office of Homeland Security and Greek Affairs: <ul style="list-style-type: none"> Building Emergency Action Plan (EAP) After-hours Emergency Action Plan Floor Plans (marked with exits, fire extinguishers, etc.) Listing of emergency contact information All information should be kept in a red notebook in chapter facility 	Bob Lang (GT Homeland Security) bob.lang@police.gatech.edu Frank Stanley (GT Homeland Security) frank.stanley@police.gatech.edu Sally Kline (Greek Affairs) Sally.kline@vpss.gatech.edu	January – 2 weeks after Emergency Planning Meeting	GT Office of Homeland Security Greek Affairs
Fire Code Inspection Information <ul style="list-style-type: none"> Scanned copies of inspections should be emailed to David Richmond, GT Fire Safety Specialist, at david.richmond@facilities.gatech.edu and Greek Affairs. Hard copies should be submitted to Greek Affairs. To arrange an appointment, see following instruction sheet. 	Vic Rachael (Fire Safety Coordinator) vic.rachael@facilities.gatech.edu David Richmond (Fire Safety Specialist) david.richmond@facilities.gatech.edu Michael Hodgson (Fire Inspector) Michael.hodgson@facilities.gatech.edu Sally Kline (Greek Affairs) Sally.kline@vpss.gatech.edu	Twice a year	Fire Safety Office Greek Affairs
Fire Drill Information <ul style="list-style-type: none"> Arrange a fire drill in the beginning of fall and spring semester Inform Sally Kline when fire drill is completed 	Vic Rachael (Fire Safety Coordinator) vic.rachael@facilities.gatech.edu David Richmond (Fire Safety Specialist) david.richmond@facilities.gatech.edu Michael Hodgson (Fire Inspector) Michael.hodgson@facilities.gatech.edu Sally Kline (Greek Affairs) Sally.kline@vpss.gatech.edu	Twice a year	Fire Safety Office Greek Affairs

Emergency Preparedness

What needs to be done?

FRATERNITY AND SORORITY BUILDING EMERGENCY PLAN (REDBOOK)

Each Greek facility must designate a Building Manager (BM) who will act as the representative for planning and coordination of incident response. The BM will act as the single point of contact during an emergency. The BM is also responsible for updating and educating residents about the chapter facility's Emergency Building Plan each semester.

1. Gather/prepare the following data before filling out the template (<http://www.police.gatech.edu/homeland/eap.doc>)
 - Responsible Personnel for each floor and their telephone numbers
 - Location of Assembly Areas after evacuation
 - Identification of all Fire Pull Stations
 - Identification of all Fire Extinguishers
 - Begin determining Evacuation Routes to Assembly Areas
 - Prepare floor plans
 - Buy a red 1 ½ inch three ring binder and section dividers = “REDBOOK”
2. Once all the data is collected, download the template and input your information.
3. Organize completed template information in Redbook, utilizing section dividers.
4. Submit completed plans to the Office of Homeland Security on a CD **and** Greek Affairs via email.

AFTER HOURS BUILDING EMERGENCY PLAN INSTRUCTIONS

The supplement to the building emergency plan should be used for all after-hour activities (<http://www.police.gatech.edu/homeland/BEPtemplatesSUP.doc>).

1. Consider who will be responsible for after hour activities, how floor monitors will be assigned and function.
2. Plans should also include a method of communication, alerting residents/guests to the location of exit routes, evacuation procedures, fire pull stations, fire extinguishers, and assembly areas.
3. The responsible person at the event, identified ahead of time and knowledgeable of the emergency response requirements, will be the conduit for emergency responders about an emergency in the building.
4. Once all the data is available, download the template from the website and begin filling out.
5. Submit completed plans to the Office of Homeland Security on a CD **and** Greek Affairs via email.

WEB LINKS

- GT PD OFFICE OF HOMELAND SECURITY <http://www.police.gatech.edu/homeland/>
- GT Emergency Action Plan <http://www.police.gatech.edu/homeland/eap.doc>
- Building Emergency Action Plan <http://www.police.gatech.edu/homeland/BEPtemplates.dot>
- After Hours Emergency Action Plan <http://www.police.gatech.edu/homeland/BEPtemplatesSUP.dot>

Fire Inspection Information

Questions & Answers

Who has the responsibility of arranging Greek facility fire code inspections and ensuring facilities are up to code?

- Owners of Greek facilities have the responsibility to ensure all buildings are inspected and are up to code.
- Owners, whether house corporation boards or headquarters, must comply with expectations outlined by the City of Atlanta.

Who has jurisdiction to inspect Greek facilities?

- The City of Atlanta has jurisdiction to inspect Greek facilities.
- Georgia Tech **does not** have jurisdiction to inspect.

How often should Greek facilities be inspected?

- Greek facilities should be inspected **twice a year**.
- Consider arranging inspections before fall semester during the summer and before or at the beginning of spring semester.

Who should be contacted to arrange an inspection?

- The City of Atlanta Fire Marshal's Office.
- Contact Chief Barry Dobson at 404-853-7062 (office) or 404-557-4003 (cell).
- Additional information is included in the following information sheet.

How can we ensure that inspections are completed?

- Keep records of phone conversations with the City of Atlanta Fire Marshal's Office, noting time and date of the conversation.
- Follow-up before the inspection appointment to confirm time and date, noting name and contact information of inspector.
- Follow-up after the inspection to discuss any needed steps to be in compliance.
- Follow-up with inspector about scheduling second inspection.
- If you encounter difficulties, please contact Vic Rachael, Fire Safety Coordinator, at vic.rachael@facilities.gatech.edu.

How should fire inspection records be managed?

- Records should be kept in the facility.
- Scanned copies of inspections should be emailed to David Richmond, GT Fire Safety Specialist, at david.richmond@facilities.gatech.edu and Sally Kline, Coordinator of Greek Affairs, at sally.kline@vpss.gatech.edu.

What is the relationship with Georgia Tech concerning fire code inspections?

- Department of Environmental Health and Safety
 - Serve as resource for demonstrations and educational programs concerning fire safety.
 - Serve as liaisons with City of Atlanta Fire Marshal's Office.
- Office of Greek Affairs
 - Work with house corporation boards and headquarters to gather resources and information.
 - Support chapters in their efforts to be compliant with fire code.

IMPORTANT CONTACTS:

City of Atlanta Fire Marshal's Office

Walter Parker, Chief of Inspections

chiefA@ci.atlanta.ga.us

Office: 404-853-7065

Cell: 404-557-4186

H.B. Dobson, Jr., Assistant Chief

Afd-firemarshal@antantaga.gov

Office: 404-853-7062

Cell: 404-557-4003

Fax: 404-853-4277

RESOURCES:

- **GT Fire Safety Training:** http://www.safety.gatech.edu/fire_training/sld003.htm
- **National Fire Protection Agency:** <http://www.nfpa.org/>
- **FireSafety.gov:** <http://www.firesafety.gov/>

Section 5: Resources

Online Facility Resources

Visit www.greek.gatech.edu for more!

Fire Safety

[Greek Facilities Fire Inspection Protocol](#)

Security

[Office of Homeland Security Presentation](#)

Waste Management

[Greek Waste Do's and Don'ts](#)

[Greek Waste Removal Guidelines](#)

Greek Alumni Council Resources

[Master GAC Assistance List](#)

Safety Buzz Newsletters

Safety Buzz Newsletter provided semesterly by the Environmental Health and Safety

Office. Information for fire prevention, safety, weather emergencies, etc.

<http://www.safety.gatech.edu/newsletters.php>

Campus Recycling

Learn how your organization can work to reduce waste and get involved in Earth Day activities.

<http://www.recycle.gatech.edu/index.php>

Area Maintenance Map

An interactive map of the Greek area and campus construction projects.

<http://www.facilities.gatech.edu/campus/maps/bldngmodel.php?id=338&navview=0>

Educational Resources

Visit www.greek.gatech.edu for more!

[Alcohol 101 Plus](#)

Making safe and responsible decisions on campus. A program of The Century Council.

[Bacchus and Gamma Peer Education Network](#)

Facts, figures, newsletter, and programs.

[CAMPUSPEAK](#)

An agency providing issues-based lectures to college campuses.

[College Drinking: Changing the Culture](#)

National Institute on Alcohol Abuse and Alcoholism.

[FraternityInfo.com](#)

A complete education "under one roof," courtesy of the NIC.

[Higher Education Center for Alcohol and Other Drug Prevention](#)

U.S. Department of Education. News, resources, publications, and links.

[Inter-Association Task Force on Alcohol and Other Substance Abuse Issues](#)

A Higher Education Partnership Promoting Education, Prevention and Networking Initiatives for the Elimination of Alcohol and Other Substance Abuse.

[Lambda 10 Project](#)

Clearinghouse for educational resources and information pertaining to gay, lesbian, bisexual members of the college fraternity.

[Living the Ritual](#)

National resource for ritual education for fraternities and sororities.

[Stop the Hate](#)

Campus hate crime prevention for colleges and universities.

[StopHazing.org](#)

"Educating to Eliminate Hazing." Definition, laws, news, myths and facts, and resources.

[TIPS](#)

Training for intervention procedures. Research, training, and resources.