House Managers Guide
2016

http://greek.gatech.edu/content/18/greek-facilities
# TABLE OF CONTENTS

## The Greek Sector
- Basic Expectations 1
- The House Manager Role 1
- Public Relations 2
- Financial Commitment 2

## General Information
- Important Contacts 3
- Calendar 3
- Shared Database of Contacts 3

## Greek Neighborhood Association
- Policy 4
- Trash and Clean Up 4
- Dumpster Usage and Wreck Lot 5
- Cardboard 5
- Lawn Care 6
- Tobacco Use 6

## Safety Information
- Fire Drills and Inspections 7
- Redbook Plan 7
- Security and Safety Guidelines 7

## Recycling
- Office of Solid Waste Management and Recycling 9
- GNA Recycling Centers 9

## Appendix
- Institute Contacts 10
- Shared Dumpster Contacts 10
- Greek Sector Map 11
- GNA Policy 12
- Frequently Asked Questions 16
- Dumpster Usage Guidelines 18
THE GREEK SECTOR

Basic Expectations

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

In return, the House Managers and other chapter leaders are expected to maintain an aesthetically pleasing Greek community. The Greek sector is a part of campus, therefore, the general appearance of the Greek sector is a reflection of the campus as a whole. It is for this reason that a well maintained Greek sector is not only important, but a necessity.

The entire community is expected and encouraged to build and maintain good relations between chapter houses within the Georgia Tech Greek Sector.

The House Manager Role

As a house manager, you have taken on the task of managing your chapter’s living facility, coordinating regular maintenance, and working with chapter members and alumni to maintain a positive living environment. The care and safety of your chapter’s home will rely heavily on the partnership you build between alumni, students, members, residents, contractors, and the Institute.

Specific duties vary, but may include:

- Serving as a liaison to your house corporation board in order to address housing issues.
- Developing a plan for facility upkeep that includes:
  - Recycling practices.
  - Weekly cleaning responsibilities for all members.
  - Lawn care maintenance and upkeep.
  - Trash and yard clean up.
  - Regulation of dumpster usage.
- Implementing an accountability system to enforce house rules.
- Attending GNA meetings and responding to GNA emails in a timely manner.
- Scheduling and operating regular fire and safety inspections.
- Coordinating member move in and move out.
- Serving as a resource during risk management discussions.
- Delegating and overseeing chores and house projects for all chapter members.
- Reading and responding to the GNA Newsletter and emails.

86% of house managers delegate/oversee chores to their chapter members, as well as hold them accountable to house rules.

43% of house managers are part of risk management discussions. This is a great goal to set this year!
Some guidelines for House Managers to be successful include:

- Serving as a liaison to your house corporation board in order to address housing issues.
- Setting clear goals and priorities.

Setting SMART Goals:

- Specific
- Measurable
- Attainable
- Realistic
- Timely

- Serving as a liaison to your executive board in order to address housing issues.
- Maintaining clear and frequent communication with residents, Tech staff, and alumni.
- Leading by example so members can follow your standard.
- Being an expert on topics like safety standards, operating procedures, and GNA policies.
- Keeping records for transition to next house manager.

Public Relations

Each day, we have the opportunity to positively promote the Tech Greek experience through the maintenance and appearance of our facilities. The Tech Greek sector has a prominent location on campus, and the condition of our homes communicates a great deal about what we value. Always consider how the appearance of our facilities shows the pride we have in our organizations and our responsibility to be good neighbors to Tech. This is true whether it is FASET, recruitment, Homecoming, an admissions event, or Thursday night.

Points of Pride to consider include:

Vegetation:

No unsightly weeds and all lawns are well groomed.

Yard:

Litter is not present, including the parking lot.

Building:

No need for paint, and no broken fixtures.

At any given moment, if someone took a picture of your facility and yard, would you be happy with it being printed on the front of the newspaper? Would you be proud to send a copy to your family? To a potential recruit? To your headquarters?

Financial Commitment

Since 1996, over $52 million has been spent to build, rebuild, update, and renovate the Greek Sector. Many alumni members of your organization have made significant financial contributions to the property your chapter calls home at Georgia Tech.

Helping your members understand this dedication is an important piece to understanding how lucky Georgia Tech fraternity and sorority students are to have housing so close to campus.
GENERAL INFORMATION

Important Contacts

Greek Affairs Coordinator
Kylie Corcoran
404-385-7262
Kylie@gatech.edu
484-354-0895

In order to maintain a safe facility, the following contacts are important to keep on file, or in your cell phone:

• Chapter Advisor.
• House Corporation Board Members.
• Headquarters Housing Representative.
• House Managers you share a dumpster with (Appendix 10 and 11).
• Georgia Tech Police: 404-894-2500
• Additional Institute Contacts (Appendix 10).

Calendar

House Managers have many responsibilities each semester, that range from scheduling fire inspections on time, to submitting house resident rosters. House Managers should reference the House Managers Checklist available on the Greek Affairs Website document for information about staying on schedule for 2016.

Shared Database of Contacts

Many times during the semester, the Greek Affairs office is contacted by house managers or advisors who are looking for contact information for outside companies to address projects in their facilities (plumbers, general contractors, painters, etc.).

To Share a Contact:
http://goo.gl/2tbZCi

To Get a Contact:
Kylie@gatech.edu
Policy

The Interfraternity Council and Collegiate Panhellenic Council revitalized the Greek Neighborhood Association in the Spring 2011. As an entity within the student governing councils, the GNA seeks to provide regulations and guidelines for facility maintenance and upkeep. The GNA offers incentives for chapters who keep their facilities up to standards, and will continue with punitive measures for those groups that do not follow agreed-upon expectations.

The GNA will consist of one representative, in the form of house manager, from each chapter that has an on-campus facility. The GNA will be chaired by two delegates: one from CPC and one from IFC. These delegates will be chosen according to their council’s method in selecting chair persons.

The GNA chairs will host meetings with house managers as seen fit, but at least once a semester. These meetings will serve to foster appropriate communication and to create programming, which includes but is not limited to fire safety and risk management, house manager best practices, policy updates, and open forums.

The Greek Affairs Coordinator (Kylie Corcoran) advises the GNA. The Greek Affairs Coordinator checks each fraternity and sorority facility for lawn maintenance, general cleanliness, and proper dumpster use on a daily basis. Each issue observed is documented through the Greek Affairs system and an email is sent to the chapter leadership, explaining the items which need attention.

Please see the Appendix (p. 12-15) for a copy of the current GNA policy.

Trash and Clean Up

Chapter properties are to be free from trash and debris by 7:00am each morning. The Greek Affairs Coordinator drives through the Greek Sector daily to check for yard cleanliness.

These policies are especially important the days of large campus events – like FASET, admissions activities, and other large scale days at the Institute.

A major issue the Greek Sector faces is the amount of cans and cups that are left scattered in lawns across the various properties. After hosting a social event at your house, please make sure members know the appropriate ways to dispose of their cans and cups.
Dumpster Usage and the Wreck Lot

All items that are not in trash bags must be taken to the Wreck Lot in order to keep dumpsters free from debris. More dumpster guidelines are in the Appendix (p. 18-19).

What items can not go in your dumpster:

<table>
<thead>
<tr>
<th>Wood</th>
<th>Furniture</th>
<th>Mattresses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Metal</td>
<td>Electronics</td>
<td>Construction Material</td>
</tr>
<tr>
<td>Carpet</td>
<td>Cardboard</td>
<td>Lawn Debris</td>
</tr>
<tr>
<td>Sand</td>
<td>Hot Coals</td>
<td>Refrigerators</td>
</tr>
</tbody>
</table>

Chapters share equal responsibility for incorrect items being placed at their dumpster if the chapter shares use with another chapter. For example, if a piece of wood is placed in the dumpster, all chapters that are responsible for that dumpsters according to GNA policy are then responsible for making sure that wood gets removed to avoid any fines. Please see the Appendix (p. 11) for a map of shared dumpsters.

All materials that cannot be placed in your chapter’s dumpster need to be moved to the Wreck Lot. The Wreck Lot is located behind the Alpha Xi Delta house at the end of Sixth Street next to the highway. During the year, the Wreck Lot stores material for Homecoming and other Greek Events.

Roll away dumpsters get ordered during Homecoming, move in, and move out. Items that would typically be moved to the Wreck Lot can be placed in the roll-away dumpsters during these time periods.

The Interfraternity Council bills all chapters and religious houses for the use of dumpsters throughout the Greek Sector. The formula to bill chapters is assessed by the VP of Finance for IFC in conjunction with the GNA chairs, and is done based on type of organization and number of members.

Cardboard

Cardboard must be broken down and left neatly beside the dumpsters for proper removal. It cannot contain food, plastic, or other material. Pizza boxes should always be thrown away in the dumpster.

It is important to remind your kitchen staff about the appropriate way to dispose of cardboard. It is not broken down, GNA violations may occur.
Lawn Care

In an effort to improve the appearance of the Greek Sector and always remembering that the Tech Greek sector has a prominent location on campus, and that the condition of our homes communicates a great deal about what we value – a heavy emphasis is placed on proper lawn maintenance and upkeep. Remember, always consider how the appearance of our facilities shows the pride we have in our organizations and our responsibility to be good neighbors to Tech.

All of Fall 2013, maintaining yards on a regular basis is now enforceable as part of GNA policy. Each semester, house managers are required to submit a lawn care plan that details the following components:

- Who performs the service
- Frequency of service
- Expectation of service

When an area of a chapter’s property does not meet minimum expectations, the house manager will be contacted per GNA policy to begin a conversation about improving the lawn maintenance and upkeep in the future.

Tobacco Use

In the Spring of 2014, the Board of Regents created a policy banning the use of tobacco on all property owned, leased, rented, in the possession of, or in any way used by the USG or its affiliates.

The Greek Neighborhood Association recognizes the Board of Regents ban on tobacco and as part of Georgia Tech’s campus, each chapter facility is encouraged to adopt similar policies concerning tobacco use on chapter properties.

The GNA encourages each chapter makes their own tobacco use policies.
SAFETY INFORMATION

Fire Drills and Inspections

Each chapter facility is required to complete a Fire Safety Evacuation Drill and a Fire Safety Inspection each semester. This is mandated by the City of Atlanta, but through a special partnership, is completed by the Georgia Tech Fire Marshall’s staff.

**Drill**
- Occurs each semester, including summer
- Will receive set time, you confirm
- Time is approx. 15 minutes

**Inspection**
- Occurs each semester
- Will receive blocks of time, you pick your preference
- Time is approx. 60 minutes with just House Manager

Emails sent from the Fire Marshal’s staff, the Office of Environmental Health and Safety, and other campus officials should be answered promptly. Keep in mind that 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.

Redbook Plan

Every building should have a reliable and updated Emergency Response Plan. The Office of Emergency Preparedness has developed a template, the Redbook, which Building Managers can use to develop this plan. The template is simple, flexible, and easy to complete – just plug in your facility’s information and you have a plan.

Visit [http://www.police.gatech.edu/emergencypreparedness/managers/](http://www.police.gatech.edu/emergencypreparedness/managers/) to download the Redbook plan that you can personalize for your building.

Security and Safety Guidelines

Here are some general safety suggestions/policies to follow in your facility:

- **Call GTPD with any questions, concerns, or emergencies:** 404-284-2500.
- Educate all members, not just those living in the house, about facility rules, policies, and safety procedures.
- Verify that safety systems (smoke detectors, alarms, exit signs, lighting, etc.) are working on a regular basis.
- Maintain a roster of all house residents and boarders with contact information and emergency contact information (parent, guardian, etc.).
Security and Safety Guidelines (cont’d)

• Keep the door locked at all times, and allow members to access the house via a key pad or code. Do not give the code out to others. Breakins are common in the Greek Sector.
• Make weekly observations of items that might be missing (composites, crests, etc.) and report them immediately to the Office of Greek Affairs.
• Consider installing cameras to monitor activity at your facility in case of robbery, incident, etc.
• Keep stairways and hallways clear of debris.
• Post the location of all utility shut offs in case of flood, electrical fire, etc.
• Develop an evacuation procedure that includes a meeting location for residents and steps to follow for taking roll.
• Maintain a Kitchen Safety plan that is constructed with the kitchen staff. This includes food storage guidelines, cooking policies, kitchen access policies, and cleaning instructions. You must obtain a food permit to operate your commercial kitchen each year.
• Contact the Greek Affairs Office and the Office of Environmental Health and Safety when building temporary structures. This includes regulations at Homecoming, or stages for social events.

Kitchen Inspections: Pearl Gordon 404-613-1310

Temporary Structures: Larry Labbe 404-894-2990
Office of Solid Waste Management and Recycling

The Greek Affairs Office works closely with the Office of Solid Waste Management and Recycling to keep the Greek Sector clean. They negotiate our dumpster contract, and pick up the cardboard from the dumpsters on a daily basis. They also help with Recycling efforts during Football gamedays. Additionally, the Facilities Office tours the Greek Sector on a regular basis to inform the Greek Affairs Office about problem issues with lawn maintenance, and dumpster misuse. Please reference the Appendix (p. 18) for information about contacting the Office in case you have materials to be properly disposed of.

Currently, 10 chapters are on Recycling Pilot Program with this Office in attempts to work out the kinks for recycling pick up for each chapter facility in the Greek Sector. As the program is developed and expanded in 2016, additional chapters may be invited to participate.

For chapters on the Recycling Pilot Program, please contact Kylie Corcoran with questions.

GNA Recycling Centers

There are currently two recycling centers throughout the Greek sector.

Between FIJI and Zeta

Behind Alpha Xi Delta

Please follow the cardboard guidelines above and the recycling guidelines in the Appendix (p. 19) for information about the proper usage of these areas. Improper usage will result in a penalty according to GNA policy and a chapter’s inability to access these recycling centers in the future.

Acceptable items include: glass, plastic, aluminum, cardboard and paper.
## Institute Contacts

<table>
<thead>
<tr>
<th>Contact</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>GTPD</td>
<td>404-894-2500</td>
<td></td>
</tr>
<tr>
<td>Solid Waste Management &amp; Recycling</td>
<td>404-894-2004</td>
<td><a href="mailto:Cindy.Jackson@facilities.gatech.edu">Cindy.Jackson@facilities.gatech.edu</a></td>
</tr>
<tr>
<td>Office of the Dean of Students</td>
<td>404-894-6367</td>
<td></td>
</tr>
<tr>
<td>Office of Greek Affairs</td>
<td>404-894-2002</td>
<td></td>
</tr>
<tr>
<td>Kylie Corcoran</td>
<td>484-354-0895</td>
<td><a href="mailto:Kylie@gatech.edu">Kylie@gatech.edu</a></td>
</tr>
<tr>
<td>Fire Safety Office</td>
<td>404-894-2990</td>
<td><a href="mailto:Larry.Labbe@ehs.gatech.edu">Larry.Labbe@ehs.gatech.edu</a></td>
</tr>
<tr>
<td>Alumni Association</td>
<td>404-894-0754</td>
<td><a href="mailto:lcontardo@alumni.gatech.edu">lcontardo@alumni.gatech.edu</a></td>
</tr>
<tr>
<td>Emergency Preparedness</td>
<td>404-385-6188</td>
<td><a href="mailto:Frank.Stanley@police.gatech.edu">Frank.Stanley@police.gatech.edu</a></td>
</tr>
<tr>
<td>Food Permits</td>
<td>404-613-1310</td>
<td><a href="mailto:Pearl.Gordon@fultoncountyga.gov">Pearl.Gordon@fultoncountyga.gov</a></td>
</tr>
<tr>
<td>Temporary Structures</td>
<td>404-894-2990</td>
<td><a href="mailto:Larry.Labbe@ehs.gatech.edu">Larry.Labbe@ehs.gatech.edu</a></td>
</tr>
</tbody>
</table>

## Shared Dumpster Contacts

My dumpster # is: _____________

I share my dumpster with the following groups:

<table>
<thead>
<tr>
<th>Chapter/House Manager</th>
<th>House Manager Email and Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Greek Sector Waste Facilities
Map 2016
GEORGIA INSTITUTE OF TECHNOLOGY
GREEK NEIGHBORHOOD ASSOCIATION BY-LAWS

The Greek Neighborhood Association (GNA) is to maintain an aesthetically pleasing Greek community and encourage good relations between chapter houses within the Georgia Tech Greek sector. The GNA recognizes the Greek sector is a part of campus, therefore, the general appearance of the Greek sector is a reflection of the campus as a whole. It is for this reason that a well maintained Greek sector is not only important but a necessity.

Section 1
The GNA will consist of one representative, in the form of house manager, from each chapter that has an on-campus facility. The GNA will be chaired by two delegates: one from the College Panhellenic Council and one from the Interfraternity Council. These delegates will be chosen according to their Council’s method in selecting chair persons.

Section 2
The Greek Neighborhood Association chairs will host meetings with house managers as seen fit, but at least once a semester. These meetings will serve to foster appropriate communication and to create programming, which includes but is not limited to fire safety and risk management, house manager best practices, and open forums.

Section 3
The Greek Neighborhood Association will enforce yard cleanliness policies 7 days-a-week, which are as follows:

- Every yard must have a clean appearance by 7:00 am every morning.
- For events held by a chapter during the day (events ending by 5:00 pm on the same day), the yard must be clean by 7 pm.

Infractions to these policies are as follows:

One-time Issues:

- **First Notification:** A written notification will be given to the house manager and the chapter president. The issue must be resolved within two hours of the notification. If not resolved, a fine of $5.00 per chapter member will be issued.

- **Second Notification:** If issue is not resolved after the first notification, a second written notification will be given to the house manager and the chapter president. The issue must be resolved within two hours of this notification. If not resolved, a fine of $10.00 per chapter member will be issued.

- **Third Notification:** If issue is not resolved after the second notification, a third written notification will be given to the house manager and the chapter president. The issue must be resolved within two hours of this notification. If not resolved, a fine of $20.00 per chapter member will be issued.
Multiple Issues:

Multiple issues are defined as 4 or more unrelated instances in which a written communication is issued to a chapter. These will be managed by a tier system.

Tier One: Less than 4 unrelated, written communications issued to a chapter. Notifications and sanctions will follow the “One-Time Issue” model.

Tier Two: 4 or 5 unrelated, written communications issued to a chapter. The first written communication will be treated as the second communication and chapters will automatically be assessed a fine of $5.00 per chapter member.

Tier Three: 6 or 7 unrelated, written communications issued to a chapter. The first written communication will be treated as the third communication and chapter will automatically be assessed a fine of $10.00 per chapter member.

Tier Four: 8 or more unrelated, written communications issued to a chapter. The chapter is put on social probation.

If a chapter goes a semester without written communications, the chapter will drop to the next lowest tier. For example, if a chapter is currently on tier three and goes a semester without incident, the chapter will drop down to the beginning of tier two.

If a chapter receives a financial sanction from these notifications and compounding issues, a chapter advisor and/or a house corporation board member will be notified in writing.

Section 4
The Greek Neighborhood Association will enforce dumpster policies outlined by the Georgia Tech Office of Solid Waste Management & Recycling (See attached document). The Greek Advisor will notify the house manager(s) of the issue and inform house manager(s) of the necessary steps that must be taken to resolve the issue. Note that all house managers assigned to a dumpster are held at an equal level of responsibility to resolve the issue.

Infractions to these policies are as follows:

One-time Issues:

- **First Notification:** A written notification will be given to the house manager and the chapter president. The issue must be resolved within two business days of the notification. If not resolved, a fine of $200.00 will be issued to each chapter responsible for the dumpster area.

- **Second Notification:** If issue is not resolved after the first notification, a second written notification will be given to the house manager and the chapter president. The issue must be resolved within two days of this notification. If not resolved, an additional $200.00 fine will be issued to each chapter responsible for the dumpster area.
Third Notification: If issue is not resolved after the second notification, a third written notification will be given to the house manager and the chapter president. The issue must be resolved within two days of this notification. If not resolved, an additional $200.00 fine will be issued to each chapter responsible for the dumpster area.

Multiple Issues:

Multiple issues are defined as 4 or more unrelated instances in which a written communication is issued to a chapter. These will be managed by a tier system.

Tier One: Less than 4 unrelated, written communications issued to a chapter. Notifications and sanctions will follow the “One-Time Issue” model.

Tier Two: 4 or 5 unrelated, written communications issued to a chapter. The first written communication will be treated as the second communication and chapters will automatically be assessed a fine of $200.00.

Tier Three: 6 or 7 unrelated, written communications issued to a chapter. The first written communication will be treated as the third communication and chapter will automatically be assessed a fine of $400.00.

Tier Four: 8 or more unrelated, written communications issued to a chapter. The chapter is put on social probation.

If a chapter goes a semester without written communications, the chapter will drop to the next lowest tier. For example, if a chapter is currently on tier three and goes a semester without incident, the chapter will drop down to the beginning of tier two.

If a chapter receives a financial sanction from these notifications and compounding issues, a chapter advisor and/or a house corporation board member will be notified in writing.

Section 5
The Greek Neighborhood Association will obtain a signature from each chapter’s house manager, which will indicate that the house manager understands the policies and regulations set forth, accepts them, and will lead their chapter in following these standards.

Section 6:

The Greek Neighborhood association will obtain written documentation from each chapter containing a lawn care action plan by the first IFC/CPC meeting of the semester. The plan can be carried out internally or subcontracted to a local lawn care company, but there needs to be a plan of action for each houses lawn care detailing the frequency and expectation of service (flowers, grass, weeds, mulching, etc). Failure to follow in place action plan will result in the following penalties:

One-time Issues:
• **First Notification**: A written notification will be given to the house manager and the chapter president. The issue must be resolved within two business days of the notification. If not resolved, a fine of $5.00 per chapter member will be issued.

• **Second Notification**: If issue is not resolved after the first notification, a second written notification will be given to the house manager and the chapter president. The issue must be resolved within two business days of this notification. If not resolved, a fine of $10.00 per chapter member will be issued.

• **Third Notification**: If issue is not resolved after the second notification, a third written notification will be given to the house manager and the chapter president. The issue must be resolved within two business days of this notification. If not resolved, a fine of $20.00 per chapter member will be issued.

**Multiple Issues**

Multiple issues are defined as 4 or more unrelated instances in which a written communication is issued to a chapter. These will be managed by a tier system.

**Tier One**: Less than 4 unrelated, written communications issued to a chapter. Notifications and sanctions will follow the “One-Time Issue” model.

**Tier Two**: 4 or 5 unrelated, written communications issued to a chapter. The first written communication will be treated as the second communication and chapters will automatically be assessed a fine of $5.00 per chapter member and must change their lawn care action plan.

**Tier Three**: 6 or 7 unrelated, written communications issued to a chapter. The first written communication will be treated as the third communication and chapter will automatically be assessed a fine of $10.00 per chapter member and a letter will be sent to the chapters headquarters.

**Tier Four**: 8 or more unrelated, written communications issued to a chapter. The chapter is put on social probation.

If a chapter goes a semester without written communications, the chapter will drop to the next lowest tier. For example, if a chapter is currently on tier three and goes a semester without incident, the chapter will drop down to the beginning of tier two.
**Frequently Asked Questions**

**When are GNA Meetings?**
GNA Meetings are typically held four times per year, or twice a semester. The dates are announced in advance, and are usually in September, November, February and April. A representative, usually the house manager, is required to attend. A member of your house corporation board is always encouraged to attend as well.

**Do you provide training for House Managers?**
Yes. House Manager Training is held in January, when the majority of chapters elect new leaders. If you are elected at another time of year, please contact Kylie Corcoran in the Office of Greek Affairs to receive training.

House Managers are asked to meet 1-1 with someone in the office twice a year to go over issues, concerns, or new projects. A signup sheet is available at House Manager Training, and in the fall semester.

**What should I do if I was just elected as House Manager?**
House Managers should make the Office of Greek Affairs aware they will be serving in this capacity as soon as they are elected, before they take on the role officially. It is important that House Manager’s contact information is always on file, up to date, and correct.

**What can go in my chapter’s dumpster?**
The only thing that can go in your chapter’s dumpster is things that can be placed in a trash bag. No furniture, mattress, carpet, tree branches, or construction materials can be placed in your dumpster. Cardboard may be broken down and placed next to your dumpster.

It is also important that you use your chapter’s assigned dumpster. They are placed on a schedule for removal based on the number of residents in your facility and typical waste output. If you have electronics, gasoline, or mini-fridges to throw away, please contact Cindy Jackson in the Office of Solid Waste Management and Recycling.

**My chapter put furniture by our dumpster. Why is this a violation of GNA policy?**
House Managers and other chapter leaders are expected to maintain an aesthetically pleasing Greek community. Because chapters in our community pay money for use of the dumpsters, if it used incorrectly or there are materials blocking it, it cannot be removed. Therefore, the schedule of emptying becomes interrupted, or machines can be broken. When your chapter throws away something that is not meant for your dumpster, there must be consequences to influence this incorrect behavior.

**What should I do with cardboard?**
Cardboard must be broken down and left neatly beside the dumpsters for proper removal. It cannot contain food, plastic, or other material. Pizza boxes should always be thrown away in the dumpster.

**Can my chapter recycle?**
The GNA just started a Recycling Pilot Program in the Greek Sector. If you are a chapter on the Pilot Program, contact Kylie Corcoran for additional information. Otherwise, you can recycle in one of the two designated areas in the Greek Sector - near FIJI, or behind Alpha Xi.
APPENDIX

Where can I put furniture that I need to throw away?
All items that cannot go in your chapter’s assigned dumpster (furniture, mattress, carpet, tree branches, or construction materials) can be placed in the Wreck Lot. The Wreck Lot is located behind the Alpha Xi Delta house at the end of Sixth Street next to the highway. During the year, the Wreck Lot stores material for Homecoming and other Greek Events. To access the lot, enter 150 on the key pad, retrieve the key, and then reenter 150 to return the key for the next user. If the Wreck Lot roll off is full, please call the Office of Greek Affairs.

During Homecoming, Move In, and Move Out, roll-off dumpsters are placed throughout the Greek Sector. You can put items that typically go in the Wreck Lot in these dumpsters.

My chapter has trash on our lawn. Why is this a violation of GNA policy?
House Managers and other chapter leaders are expected to maintain an aesthetically pleasing Greek community. The Greek sector is a part of campus, therefore, the general appearance of the Greek sector is a reflection of the campus as a whole. It is for this reason that a well maintained Greek sector is not only important, but a necessity.

The Greek Affairs Coordinator checks each fraternity and sorority facility for lawn maintenance, general cleanliness, and proper dumpster use on a daily basis. Each issue observed is documented through the Greek Affairs system and an email is sent to the chapter leadership, explaining the items which need attention. Chapter properties are to be free from trash and debris by 7:00am each morning.

My chapter has a poorly maintained lawn. Why is this a violation of GNA policy?
Chapters are expected to maintain an aesthetically pleasing Greek community. The Greek sector is a part of campus, therefore, the general appearance of the Greek sector is a reflection of the campus as a whole. It is for this reason that a well maintained Greek sector is not only important, but a necessity.

This includes overgrown plants and weeds, grass that needs to be cut, and hedges that need trimmed. Each chapter must submit a lawn care plan each semester to show how they plan on addressing the maintenance of their property, and are held accountable to it. If your chapter is interested in collective bargain pricing, or is interested in an outside contractor to complete this service, please contact the Office of Greek Affairs.

My chapter wants to start a new construction project. Do we need to get approval?
Whenever you begin a new project both inside, and especially outside of your facility, you need to let the Office of Greek Affairs know. There are expectations for the outside of your facility placed on the Greek Sector by Georgia Tech and requirements for the inside of your property to be up to code. In addition, if another chapter recently completed a similar project, they might have good contact information for a vendor.

How do we schedule a fire inspection or fire drill?
Chapters in the Greek Sector need to complete THREE fire drills per year. One in the summer (if you have residents), one in August (immediately after rush), and one in January (during and immediately after rush). Greek Affairs will schedule the Drill for you. You need to click on the link sent out and CONFIRM the time of your Drill.

Chapters need to complete TWO fire inspections per year. One in the middle of the fall semester, and one in the middle of the spring semester. Greek Affairs will prompt you to sign up for an inspection for your chapter. You need to click on the link sent out and SELECT the time of your Inspection.
My chapter is having an event and we are building a stage (or other structure). Who do we need to contact?
Due to the partnership between the City of Atlanta and the Georgia Tech Fire Marshal’s office, you need to let a few people on campus know of your plans so they can approve them in order to keep your members and guests safe. These contacts include Kylie Corcoran (kylie@gatech.edu) and Larry Labbe (larry.labbe@ehs.gatech.edu) in the Fire Safety Office. This should be done at least a week in advance.

I need a contact for a plumber, or other service vendor.
Many times during the semester, the Greek Affairs office is contacted by house managers or advisors who are looking for contact information for outside companies to address projects in their facilities. If you have good contact information for an outside service provider, please submit it directly by visiting: http://goo.gl/2tbZCi.

Similarly, as you need various services, please feel free to request them from Greek Affairs (kylie@gatech.edu).

I am looking for a place to live this summer. Is there a list of openings?
The majority of houses in the Greek Sector are privately owned by House Corporations for the individual chapters. The Office of Greek Affairs does not operate a process for boarders to live in the Greek Houses. If you are interested in a spot, you should contact individual chapters to pursue an opening. You can also email Kylie@gatech.edu and she can pass your contact information on to every chapter.

Waste Removal Guidelines

**NEVER** Deposit the following items into a roll-off or dumpster.

Please contact the appropriate party.

- Car batteries
- Electronics (Computer parts)
- Metal
- Refrigerators
- Tires

Cindy Jackson
404 894 2004

cindy.jackson@facilities.gatech.edu

- Bio-hazardous waste
- Flammables
- Fluorescent Tubes
- Paint / Solvents
- Propane Tanks
- Used Oil

Ed Pozniak
404 894 6224

ed.pozniak@facilities.gatech.edu
APPENDIX

Dumpsters

1. General household waste and yard waste must be bagged and secured

2. UNACCEPTABLE ITEMS
   a. Corrugated cardboard*  i. Construction materials (i.e. wood, brick, stone, concrete)
   b. Couches       j. Dirt
   c. Chairs       k. Sand
   d. Tables       l. Hot coals
   e. Desks       m. Mattresses
   f. Carpet       n. Bed frames
   g. Tree branches / trunks
   h. Car parts

*Corrugated cardboard must be broken down and placed beside dumpster

Recyclables

1. Must be taken to the east campus drop off site (at the end of 6th St.), or to the GNA #1 recycling site (in the alley between FIJI and ZTA)

2. ACCEPTED ITEMS
   a. Glass  d. Newspaper
   b. Plastic  e. Mixed Office Paper
   c. Aluminum Cans  f. Magazines

Roll Offs

1. Bulky items are acceptable

2. ACCEPTED ITEMS
   a. Furniture  e. Sand
   b. Carpet  f. Construction Materials
   c. Mattresses  g. Tree branches / Trunks (Max length 4ft.)