

# House Manager Resource Manual

Updated March 2023

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## Important Contact Information

### Office of Fraternity and Sorority Life (OFSL)

Contact: Kerry McCarthy, Assistant Director of Fraternity and Sorority Life

Email: [Kerry.mccarthy@gatech.edu](mailto:Kerry.mccarthy@gatech.edu)

Phone: (404) 385-7262

Location: Student Center suite 2211 (Center for Student Engagement)

Website: <https://greek.gatech.edu/>

### Greek & Religious Neighborhood Association (GRNA)

Contact: Matt Byrne, IFC GRNA Representative

Email: [mattbyrne@gatech.edu](mailto:mattbyrne@gatech.edu)

Phone: (702) 742-0022

Contact: James Lemke, IFC Finance Vice President

Email: [financevp@ifc.greek.gatech.edu](mailto:financevp@ifc.greek.gatech.edu)

Contact: Gabby Lowy, CPC GRNA Representative and Executive Vice President

Email: [evp.gtccpc@gmail.com](mailto:evp.gtccpc@gmail.com)

Phone: (404) 556-6377

### Georgia Tech Fire Safety Office (GTFSO)

Contact: Jake LeJeune, Deputy Fire Marshal

Email: [jake.lejeune@ehs.gatech.edu](mailto:jake.lejeune@ehs.gatech.edu)

Phone: (404) 894-2153

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Website: <https://www.ehs.gatech.edu/fire>

## **Georgia Tech Police Department (GTPD)**

Phone: (404) 894-2500

Location: 965 Hemphill Avenue NW

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

## **Office of Information Technology (OIT)**

Contact: Sergio Evans, Network Support Engineer

Email: [sergio.evans@oit.gatech.edu](mailto:sergio.evans@oit.gatech.edu)

Phone: (404) 894-7173

Website: <https://oit.gatech.edu/>

## **Parking & Transportation Services (PTS)**

Contact: Glenn Kurtz, Director of Parking Operations

Email: [glenn.kurtz@pts.gatech.edu](mailto:glenn.kurtz@pts.gatech.edu)

Phone: (404) 894-3010

Location: 828 West Peachtree St. NW

Website: <https://pts.gatech.edu/>

## **Real Estate Development Office**

Contact: Adrian McCord, Real Estate Leasing Manager

Email: [adrian.mccord@realestate.gatech.edu](mailto:adrian.mccord@realestate.gatech.edu)

Phone: (404) 894-3648

Location: Lyman Hall 213

Website: <http://www.realestate.gatech.edu/home>

## **Office of Solid Waste Management & Recycling (OSWMR)**

Contact: Vacant, Campus Recycling Coordinator

Email: [recycle@gatech.edu](mailto:recycle@gatech.edu)

Phone: (404) 385-0088

Location: 947 Atlantic Drive

Website: <http://recycle.gatech.edu/>

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## Roles and Responsibilities of House Managers

House Managers serve as important leaders within their respective chapters and the Greek & Religious Neighborhood as a whole. House managers are elected by their peers to maintain a safe and clean living facility, and are additionally accountable for these various other responsibilities:

- Managing the residents and members of the property
- Maintaining a positive appearance of the facility property from the outside (i.e.lawn care, trash, appropriate signage, etc.)
- Securing and preparing chapter property for any extended closures
- Reading, understanding, and ensuring chapter compliance with all applicable policies, procedures, deadlines, and documentation associated with Chapter, Greek & Religious Neighborhood Association, and the Georgia Institute of Technology
- Maintaining regular communication with local house corporation board (HCB), fraternity housing corporation (FHC), or landlord to relay any issues with the facility or relevant campus communication
- Relaying messages from Georgia Tech departments (i.e. Facilities, OSWMR, Fire Marshal, Parking, etc.) to residents and members of the property
- Maintaining Fire Code and cooperating with regular fire drills and fire inspections
- Establishing and updating a comprehensive housing management handbook for the chapter's facility
- Submitting house resident rosters each semester per the communicated deadlines to the Office of Fraternity and Sorority Life
- Attending any House Manager trainings or meetings

Georgia Tech Fraternity and Sorority Life House Resources Website:

<https://greek.gatech.edu/index.php/greek-housing/house-manager-resources>

## Greek and Religious Neighborhood Association (GRNA) Guidelines

The Greek & Religious Neighborhood Association (GRNA) was established to maintain an aesthetically pleasing Greek community and encourage good relations between chapter and religious organization facilities that reside within the barriers of the Georgia Tech campus. The GRNA recognizes the Greek sector is a vital 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 community is not only important but a necessity. These policies are subject to change at any time by the GRNA Advisor and Chairs.

### Section 1 – Association Structure

The GRNA will consist of one representative, in the form of house manager, from each chapter that has an on-campus facility. Two delegates will chair the GRNA: one from the College Panhellenic Council and one from the Interfraternity Council. These delegates are chosen according to the specific council methods in selecting said chairpersons. The advisor to the GRNA will be a Coordinator for the Office of Fraternity & Sorority Life.

### Section 2 – GRNA Meetings

General meetings: The GRNA chairs and advisor will host meetings with house managers at least once a month, unless otherwise stated, throughout the fall and springsemesters. There will not be any meetings over the summer unless otherwise requested. 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.

- Time and dates of the meetings will be determined at the start of each semester by vote of the GRNA constituency.
- House Directors/House Corporation Board Members are invited, but not required to attend.

House Manager 1-1s: These are highly encouraged, but not required. They will take place with the GRNA advisor and/or GRNA Chairs.

## Section 3 – Policies

### 3.1 - Trash

The GRNA will enforce yard cleanliness throughout the year, which are as follows:

- Every yard must have a clean appearance by 8:00 am every morning (i.e. no trash/cans/cups/bottles/etc.)
- Absence of excess/residual trash from events

#### 3.1.1 Infractions to these policies are as follows:

##### One-time Issues:

1. First Notification: A written notification will be issued to the house manager via email. The issue must be resolved within two hours of the notification unless otherwise stated. If not resolved by that time, a fine of \$5.00 per chapter member will follow.
2. Second Notification: If issue is not resolved after the first notification and on the following day of the initial violation, 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 unless otherwise stated. If not resolved, a fine of \$10.00 per chapter member will follow.
3. Third Notification: If issue is not resolved after the second notification and another day passing, a third written notification will be given to the house manager, chapter president, and house director. The issue must be resolved within two hours of this notification unless otherwise stated. If not resolved, a fine of \$20.00 per chapter member will follow.

##### Multiple Issues:

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

4. Tier One: Less than 4 unrelated, written communications issued to a chapter. Notifications and sanctions will follow the “One-Time Issue” model.
5. 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.

6. 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.
7. Tier Four: 8 or more unrelated, written communications issued to a chapter. The chapter is put on social probation for the remainder of the semester.

If a chapter goes a semester without violations, the chapter will drop one or two tiers. For example, if a chapter is currently on tier four and goes a semester without incident, the chapter could drop down to the beginning of tier three or two. This will be determined by the Advisor and GRNA Chairs and cannot be appealed.

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.

## 3.2 - Dumpsters

The GRNA will enforce dumpster policies outlined by the Georgia Tech Office of Solid Waste Management & Recycling (<https://greek.gatech.edu/greek-housing/house-manager-resources>). The OFSL 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.

### 3.2.1 Dumpster assignments are as follows:

- #3 Alpha Gamma Delta, Alpha Sigma Phi, Phi Gamma Delta, Tau Kappa Epsilon, Theta Chi, Zeta Tau Alpha
- #4 Kappa Alpha Theta, Phi Sigma Kappa, Psi Upsilon
- #5 Kappa Sigma, Zeta Beta Tau
- #6 Kappa Alpha, Phi Kappa Sigma
- #8 Delta Sigma Phi, Sigma Chi
- #9 Delta Chi, Delta Upsilon, Phi Kappa Tau, 792 Techwood Dr.
- #10 Lutheran Center, Sigma Phi Epsilon, Wesley Foundation
- #11 Alpha Tau Omega, Phi Kappa Theta, Pi Kappa Phi, Sigma Alpha Epsilon

- #12 Delta Tau Delta, Phi Mu, Pi Kappa Alpha
- #13 Alpha Epsilon Pi, Alpha Phi, Westminster Christian Fellowship
- #14 Alpha Chi Omega, Alpha Delta Pi, Baptist Collegiate Ministry
- #15 Alpha Delta Chi, Catholic Center, Chi Psi
- #16 Chi Phi, Phi Delta Theta
- #17 Beta Theta Pi, Sigma Nu
- #19 Alpha Xi Delta
- #20 Campus Christian Fellowship, Theta Xi

### 3.2.2 Infractions to these policies are as follows:

#### One-time Issues:

1. First Notification: A written notification will be given to the house manager via email. The issue must be resolved within two business days of the notification unless otherwise stated. If not resolved, a fine of \$200.00 will be issued to each chapter responsible for the dumpster area.
2. 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 unless otherwise stated. If not resolved, an additional \$200.00 fine will be issued to each chapter responsible for the dumpster area.
3. Third Notification: If issue is not resolved after the second notification, a third written notification will be given to the house manager, chapter president, and house director. The issue must be resolved within two days of this notification unless otherwise stated. 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.

1. Tier One: Less than 4 unrelated, written communications issued to a chapter. Notifications and sanctions will follow the "One-Time Issue" model.
2. 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.

3. 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 and a letter will be sent to the chapters headquarters.
4. Tier Four: 8 or more unrelated, written communications issued to a chapter. The chapter is put on social probation for the remainder of the semester.

If a chapter goes a semester without violations, the chapter will drop one or two tiers. For example, if a chapter is currently on tier four and goes a semester without incident, the chapter could drop down to the beginning of tier three or two. This will be determined by the Advisor and GRNA Chairs and cannot be appealed.

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.

### **3.3 - Lawn Care and Maintenance**

The GRNA 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 (i.e. members) or subcontracted to a local lawn care company, but there needs to be a plan of action for each fraternity/sorority property lawn detailing the frequency and expectation of service (flowers, grass, weeds, mulching, etc). Failure to follow the action plan will be determined by an OFSL staff member.

#### **3.3.1** Infractions to these policies are as follows:

##### One-time Issues:

1. **First Notification**: A written notification will be given to the house manager via email. The issue must be resolved within two business days of the notification unless otherwise stated. If not resolved, a fine of \$5.00 per chapter member will be issued.
2. **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 unless otherwise stated. If not resolved, a fine of \$10.00 per chapter member will be issued.

3. **Third Notification:** If issue is not resolved after the second notification, a third written notification will be given to the house manager, chapter president, and house director. The issue must be resolved within two business days of this notification unless otherwise stated. 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.

1. **Tier One:** Less than 4 unrelated, written communications issued to a chapter. Notifications and sanctions will follow the “One-Time Issue” model.
2. **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 they must change their lawn care action plan.
3. **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 chapter’s headquarters.
4. **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 violations, the chapter will drop one or two tiers. For example, if a chapter is currently on tier four and goes a semester without incident, the chapter could drop down to the beginning of tier three or two. This will be determined by the Advisor and GRNA Chairs and cannot be appealed.

## **3.4 - FASET**

During FASET dates, which will be given out at the start of the summer with reminders at least 24 hours in advance of each session, there is no grace period for yard waste and fines will be automatic. The clean up window will still be put into effect, but if not addressed within that time frame the fine doubles (i.e. similar to second notification protocol).

## **Section 4 – Policy Agreement**

The GRNA will obtain a signature from each chapter's house manager (via Engage), 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.

### *Future Considerations:*

- Inappropriate Banners/Signage
- Failure to pay
- Failure to complete fire drill/inspections
- Pest Control check
- Letters of insurance

## **Waste and Sustainability**

The proper management and removal of waste from the Greek & Religious Neighborhood is critically important. There are various rules and policies regarding waste management that need to be followed to ensure we are in compliance with certain standards regarding waste removal.

### **Shared Dumpsters**

Greek and Religious organizations share dumpsters throughout the neighborhood. As House Manager, you are responsible for communicating with your chapter which dumpster has been assigned to your organization. It is important that each house uses the proper dumpster location, as failure to do so will inevitably lead to waste overflow and bottlenecks at certain locations. A table of dumpster assignments and service days is on the following page.

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## Dumpster Assignments and Service Days

<b>Dumpster 3</b> Phi Gamma Delta Alpha Gamma Delta Zeta Tau Alpha Alpha Sigma Phi Tau Kappa Epsilon Theta Chi <b>Service Days:</b> <b>Mon-Sat</b>	<b>Dumpster 4</b> Phi Sigma Kappa Psi Upsilon Kappa Alpha Theta <b>Service Days:</b> <b>Mon-Sat</b>	<b>Dumpster 5</b> Kappa Sigma Zeta Beta Tau <b>Service Days: Mon, Wed, Sat</b>	<b>Dumpster 6</b> Kappa Alpha Phi Kappa Sigma <b>Service Days: Mon, Wed, Fri</b>
<b>Dumpster 8</b> Sigma Chi Delta Sigma Phi <b>Service Days: Mon, Tue, Thu, Fri, Sat</b>	<b>Dumpster 9</b> 792 Techwood Dr. Delta Upsilon Delta Chi Phi Kappa Tau <b>Service Days:</b> <b>Mon-Sat</b>	<b>Dumpster 10</b> Sigma Phi Epsilon Wesley Foundation Lutheran Center <b>Service Days: Mon, Thu</b>	<b>Dumpster 11</b> Alpha Tau Omega Phi Kappa Theta Pi Kappa Phi Sigma Alpha Epsilon <b>Service Days:</b> <b>Mon-Sat</b>
<b>Dumpster 12</b> Pi Kappa Alpha Phi Mu Delta Tau Delta <b>Service Days:</b> <b>Mon-Sat</b>	<b>Dumpster 13</b> Alpha Epsilon Pi Alpha Phi Westminster Christian Fellowship <b>Service Days:</b> <b>Mon-Sat</b>	<b>Dumpster 14</b> Alpha Delta Pi Alpha Chi Omega Baptist Collegiate Ministry <b>Service Days: Mon, Wed, Fri</b>	<b>Dumpster 15</b> Chi Psi Catholic Center Alpha Delta Chi <b>Service Days: Mon, Wed, Fri</b>
<b>Dumpster 16</b> Chi Phi Phi Delta Theta <b>Service Days: Mon, Wed, Fri</b>	<b>Dumpster 17</b> Sigma Nu Beta Theta Pi <b>Service Days:</b> <b>Mon-Sat</b>	<b>Dumpster 19</b> Alpha Xi Delta <b>Service Days: Tue, Fri</b>	<b>Dumpster 20</b> Campus Christian Fellowship Theta Xi <b>Service Days: Mon, Thu</b>

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Additionally as House Manager, you must communicate with your chapter members, contractors, and food service providers what can/cannot be placed in the dumpsters.

- Bagged household and bagged yard waste ONLY
- NO cardboard, furniture, mattresses, carpet, car parts, construction materials, tree branches, dirt, sand, hot coals, electronics, hazardous materials, chemicals, refrigerators, televisions, air conditioners, or compressed gasses

If your dumpster is full, DO NOT place bags of garbage on or around the dumpster pad, as this will prevent Waste Management from being able to safely reach and empty the dumpster.

To report an issue with your dumpster, use this [Dumpster Issue Reporting Form](#).

## **Bulk Waste/Temporary Roll-offs**

If your house has a project planned that will develop a lot of bulk waste, it is important to plan ahead of time as to how you will remove it from your property. If possible, plan any large scale projects around time periods when the Temporary Roll-offs will be available, as communicated each semester.

However, if you need to remove bulk waste immediately, you do have some options:

- Order a temporary roll-off through OSWMR
  - Fill out a [Temporary Roll-off Request](#)
  - Contact Parking & Transportation Services to reserve spots for the roll-off
  - Cost is \$100 plus \$38 per ton of waste

**Never** place the following items in a roll-off: electronics, metal, refrigerators, used oil, flammables, fluorescent tubes, paint/solvents, propane tanks, car batteries.

- Third-Party Services
  - There are various junk removal service contractors available in Atlanta. Feel free to utilize these services if your chapter believes it is a better option than the roll-offs available through OSWMR. However, keep in mind it is your responsibility to ensure the contractors will accept and remove your waste, and that you have gained approval for the drop location through Parking & Transportation Services.

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Please note that the Wreck Lot is NOT a dumping ground. There is not a roll-off available in the lot, and it is locked throughout the year. **Placing any waste in the Wreck Lot is illegal.**

## **Recycling and Sustainability**

Recycling can be brought to GRNA recycling locations 1 and 2 (see map on next page for exact location). Recycling must be sorted by stream type (plastic, aluminum, paper, or cardboard). Cardboard gondolas are located throughout the sector (see map on next page). Cardboard is the only thing allowable in the gondolas placed next to dumpsters, and it must be broken down.

Recycling bags can be picked up from the Office of Solid Waste Management and Recycling. You can request temporary recycling bins for events by filling out the [Special Event Recycling Request Form](#).

Recommended sustainability practices and other sustainability resources can be found in the Waste Management Section under our frequently asked questions:

<https://greek.gatech.edu/index.php/greek-housing/house-manager-resources>

## Greek Sector Waste & Recycling Facilities

For questions or to order a bulk item roll-off dumpster contact the Office of Solid Waste Management & Recycling by visiting us at [recycle.gatech.edu](http://recycle.gatech.edu)







## **Greek Sector at Georgia Tech Waste Management Memorandum of Understanding**

The Office of Fraternity & Sorority Life (“OFSL”), Office of Solid Waste Management & Recycling (“OSWMR”), and the Greek Neighborhood Association (“GNA”), affiliated with the College Panhellenic Council (“CPC”) and the Interfraternity Council (“IFC”) at Georgia Tech have spent the last year engaging with one another, other campus departments, and student/alumni representatives of the Greek letter organizations with a facility in the Greek sector of campus. Proposals were created, feedback was gathered, and a consensus on the path forward for the community has been reached. This Memorandum of Understanding (“MOU”) outlines the responsibilities of each key party in this partnership for maintaining a clean neighborhood.

Effective January 1<sup>st</sup>, 2019, it is understood that OSWMR will utilize one FTE equivalent, paid for by the Greek/Faith community to focus on monitoring and addressing waste management practices around dumpsters throughout the Greek/Faith sector on Georgia Tech’s campus (assessed at approximately \$48,000 annually). The amount of time this new employee spends in the sector will be added as a surcharge to the monthly bill for waste services. Additionally, OSWMR will assume responsibility for the administration of waste and recycling services in the Greek/Faith Community including, but not limited to contract negotiation & management, vendor management, and customer service. Billing for waste services will no longer be handled by the IFC and instead, the Facility Business Office will work directly with the Bursar’s office to bill individually housed organizations (including Fraternities, Sororities, and Faith Houses). The monthly billing for each house will be determined by applying the agreed upon fixed cost percentage for each house to the monthly Waste Management bill (see Appendix 1). These cost percentage will be updated each spring and provided by OFSL/GNA to the Facility Business office.

After 1 year, all parties will reconvene to review progress, address potential improvements, and renew this Memorandum of Understanding.

### **Below outlines the key responsibilities and expectation of each party:**

#### **Office of Solid Waste Management & Recycling (“OSWMR”)**

- Utilize one FTE equivalent to monitor and address dumpsters usage including daily dumpster checks and basic clean-ups in coordination with Facility landscape

- Coordinate with Facility Landscape quarterly community-wide dumpster area cleanings including dumpster relocation, debris removal, and pressure washing/sanitization
- Attend an all-hands meeting with the GNA chairs, IFC and CPC Executive Vice Presidents, OFSL, and Office of Campus Sustainability at the beginning of the Fall and Spring Semester, during OSWMR business hours
- Attend monthly meetings (or at a different interval determined at the beginning of each semester) with the GNA chairs, during OSWMR business hours
- Coordinate roll-off work orders, once contacted by a chapter officer or GNA chair, and take necessary steps ensure the order is completed
- Order and coordinate placement/parking with temporary roll-offs in conjunction with the GNA roll-off calendar (created at the start of the fall & spring semester by GNA chairs)
- Administer and take corrective action from dumpster reporting forms submitted online
- Update the website at the beginning of each semester to ensure all policies are up to date and accurate
- Respond to emails from the GNA chairs and OFSL offices in a timely manner
- Create and maintain updated clear guidelines on how each type of waste should be disposed
- Attend monthly meetings with hauler (currently Waste Management, Inc.) to review bills
- Participate in weekly conference calls with the hauler to check-in and address any operational or other issues
- Coordinate with the hauler to ensure annual dumpster checks are completed as required by the contract and that any necessary maintenance is completed in a timely manner
  - Notify the hauler of any dumpster maintenance that is needed beyond the annual checks
- Communicate with the hauler as needed after service interruptions due to inclement weather (ice, snow, etc.), blocked dumpsters, etc.
- Negotiate contract with the Hauler
- Provide the GNA chairs with updated information related to OSWMR policies in the House Manager Guidebook
- Coordinate and administer recycling programs and servicing of recycling locations
- Work with the GNA to increase recycling opportunities and infrastructure in the Greek Community



- Partner with campus stakeholders for sustainability initiatives, projects, and infrastructure improvements

## **Office of Fraternity and Sorority Life (“OFSL”)**

- Serve as the Liaison to:
  - GTPD Community Coordinator & Staff
    - Coordinates with GTPD for Adopt-A-Cop
  - GT Fire Marshall & Staff
- Attend community safety meetings with GTPD
- Coordinate fire drill/inspection schedule with dates confirmed between OFSL and the Fire Marshall staff
- Provide a percent cost allocation per housed organization in the Greek/Faith Community, yearly (on or before February 1<sup>st</sup>), to the Facility Business Office to split the Waste Management monthly billing
- Create & maintain safety packet, resources, presentations for the house managers
- Serve as the Georgia Tech staff advisor to the GNA
- Respond to emails from the GNA chairs and OSWMR in a timely manner
- Plan and facilitate, with the GNA Chairs, a monthly house manager meeting
- Perform daily front yard checks in accordance with the GNA Provisions
- Enforce fining through IFC/CPC for houses not in compliance with the GNA yard provisions
- Coordinate and attend an all-hands meeting with the GNA chairs, IFC and CPC Executive Vice Presidents, OSWMR, and Office of Campus Sustainability at the beginning of the Fall and Spring Semester, during OSWMR business hours
- Participate, as an advocate for the Greek Community, in conversations between OSWMR and GNA pertaining to Waste Management and Recycling initiatives
- Assist in messaging from OSWMR to the Greek Neighborhood in coordination with the GNA chairs
- Partner with campus stakeholders for sustainability initiatives, projects, and infrastructure improvements

## **Greek Neighborhood Associations Chairs (“GNA”)**

*Representatives selected by the Interfraternity Council (“IFC”) and College Panhellenic Council (“CPC”)*

- Liaison to:
  - OFSL Greek Neighborhood Advisor
  - OSWMR
- Coordinate a Fall and Spring semester training for all house managers in the Greek Sector
  - Develops and maintains curriculum for the semesterly House Managers trainings
- Provide ongoing education to house managers on best practices and policies (including waste management and sustainability) in partnership with OSWMR
- Coordinate with OFSL to provide a percent cost allocation per housed organization in the Greek/Faith Community, yearly (on or before February 1<sup>st</sup>)
- Facilitate monthly GNA Town Hall meetings
  - Develop, in coordination with the GNA Advisor, content for monthly GNA meetings
- Coordinate communication and messaging with house managers
- Attend an all-hands meeting with the IFC and CPC Executive Vice Presidents, OSWMR, Office of Campus Sustainability, and the Office of Fraternity and Sorority Life at the beginning of the Fall and Spring Semester, during OSWMR business hours
- Partner with OSWMR and Office of Campus Sustainability for Greek specific Earth Day/sustainability projects
- Partner with the Greek Sustainability Committee and SGA Sustainability Chair on suitability opportunities and projects for the Greek Community
- Create, at the start of each semester, a roll-off schedule for the Greek community provided to OSWMR
- Develop resources for Greek houses on sustainability best practices, contacts, vendors, etc.
- Update, annually, the house manager manual
- Respond to emails from OSWMR and OFSL in a timely manner
- Partner with campus stakeholders for sustainability initiatives, projects, and infrastructure improvements

## **Individual House Managers**

- Act as Liaisons to individual houses and members
- Educate members on best practices (including waste management and sustainability)
- Attend monthly GNA Town Hall meetings
- Attend the semesterly house manager best practices training

- Partner with campus stakeholders for sustainability initiatives, projects, and infrastructure improvement

## Conflict

In the event of a dispute between two parties that is unable to be resolved through a meeting of the respective parties or should any discrepancies arise from this Memorandum of Understanding, the Vice President for Student Life & Dean of Students and the Vice President for Facilities Management shall have full authority to reach a resolution agreed upon by both parties.

Cynthia P. Jackson 12-7/2018  
CYNTHIA P. JACKSON  
Associate Director, Office of Solid Waste Management & Recycling

Dr. Jamison Keller 12/5/2018  
Dr. Jamison Keller  
Assistant Dean and Director of Fraternity & Sorority Life

James Cahill 12/5/2018  
James Cahill  
Greek Neighborhood Association, Interfraternity Council ("IFC") Representative

Emma Weinberg 12/5/2018  
Emma Weinberg  
Greek Neighborhood Association, College Panhellenic Council ("CPC") Representative

John M. Stein 12/5/2018  
John M. Stein  
Vice President for Student Life & Dean of Students

Charles G. Rhode 12/7/2018  
CHARLES G. RHODE  
Vice President, Facilities Management

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## Appendix 1:

### IFC Chapter

Alpha Epsilon Pi	1.85%
Alpha Sigma Phi	1.69%
Alpha Tau Omega	1.55%
Beta Theta Pi	2.02%
Chi Phi	1.69%
Chi Psi	1.31%
Delta Chi	3.17%
Delta Sigma Phi	1.99%
Delta Tau Delta	1.55%
Delta Upsilon	2.19%
Kappa Alpha Order	1.89%
Kappa Sigma	3.34%
Lambda Chi Alpha	2.39%
Phi Delta Theta	2.39%
Phi Gamma Delta	3.27%
Phi Kappa Sigma	1.11%
Phi Kappa Tau	0.47%
Phi Kappa Theta	1.18%
Phi Kappa Psi	0.00%
Phi Sigma Kappa	2.66%
Pi Kappa Alpha	2.39%
Pi Kappa Phi	2.93%
Psi Upsilon	1.01%
Sigma Alpha Epsilon	3.00%
Sigma Chi	2.26%
Sigma Nu	2.46%
Sigma Phi Epsilon	2.97%
Sigma Pi	0.00%
Tau Kappa Epsilon	2.53%
Theta Chi	2.73%
Theta Xi	3.07%
Triangle	0.00%
Zeta Beta Tau	0.64%
63.71%	

### CPC Chapter

Alpha Chi Omega	4.47%
Alpha Delta Chi	0.79%
Alpha Delta Pi	4.45%
Alpha Gamma Delta	4.45%
Alpha Phi	4.16%
Alpha Xi Delta	4.23%
Kappa Alpha Theta	0.00%
Phi Mu	4.54%
Zeta Tau Alpha	4.47%
31.55%	

### Religious Org.

BCM	0.79%
Catholic Center	0.79%
CCF	0.79%
Lutheran Center	0.79%
WCF	0.79%
Wesley Foundation	0.79%
4.73%	

Source: Spring 2018 IFC/CPC chapter rosters and fixed Religious Organization allocation



## Safety and Security Considerations

**General Safety Procedures:** Safety awareness starts by ensuring that the physical condition of the chapter house is safe and free from major maintenance problems. This is done by conducting a safety inspection of the entire house and grounds.

- Review with chapter the need for 24-hour lock-up and all procedures members need to know for keeping the house secure.
- Review with the chapter the hours the house is closed for visitation.
- Have a good first aid kit in the President or Live-in Advisor's room and in one 24-hour access place (kitchen, TV room).
- Have 2 members of the chapter skilled in Cardio-Pulmonary Resuscitation (CPR).
- Store flammable materials in an airtight can outside of the house.
- Unplug appliances when not in use (especially irons).
- Confirm that the washers and dryers are grounded to avoid electrical shock.
- Post emergency phone numbers by all common-areas.

### Security:

- Report all strangers loitering near the chapter house, or on the campus to GTPD.
- Keep the chapter house door locked 24 hours a day.
- Never prop open a door for someone who will be coming in later or who does not have a key to the house.
- Never leave windows open when no one is in that room.
- Always walk in groups when leaving the house at night.
- Make sure the exterior of the house is well lit. Replace burned out bulbs immediately.
- Inscribe TV, stereo and other valuables with an ID number.

## Fire Safety and Fire Inspections

### Fire Prevention:

- Know the state and municipal fire regulations. The local fire department will offer suggestions for precautions, if consulted.
- Make sure your fire suppression system (fire sprinkler system) is serviced on schedule and that you have supporting documentation.
- Every chapter is responsible for maintaining a safe, secure facility. Fire drills will be scheduled on a regular basis, at least once a semester, including summer. The Office of Fraternity and Sorority Life will work with you to schedule them.

- Instruct members on proper fire evacuation procedures. Not evacuating a building during a fire alarm is a violation of city regulations.
- Early in the year, acquaint occupants of the house with fire escapes and extinguishers, in the event of a fire.
- Learn how to operate fire extinguishers and instruct others in operating them. Be sure that these extinguishers are regularly serviced as the manufacturer has directed. If an extinguisher has been used it should be recharged immediately.
- Any house that experiences vandalism or misuse of fire alarm systems or fire suppression equipment should contact the police department or the fire department for assistance or possible criminal prosecution.

THE FIRST THING TO DO IN THE EVENT OF A FIRE IS TO ALERT PEOPLE IN THE HOUSE TO LEAVE. THEN CALL THE FIRE DEPARTMENT. **(PULLING THE FIRE ALARM MAY ACCOMPLISH BOTH)**

## **Fire Extinguisher Usage:**

In many cases, even very small fires may quickly burn out of control unless immediate steps are taken to extinguish the flames. While the fire extinguishers, required and maintained in all houses are excellent tools for extinguishing many small fires, all extinguishers are limited in their capacity and must be used properly to obtain maximum results. Different types of fire extinguishers may be used to fight various types of fires (electrical-paper-flammable liquid) and each member should know the purpose and limitations of each extinguisher type in the house, as well as how each type should be operated. The membership should be instructed on the proper and safe use of each house fire extinguisher and the limitations of each extinguisher so that they may better understand when to fight first and when to evacuate immediately. The local fire department will assist as possible in providing proper information and training in fire extinguisher use. "Use limitations of fire extinguishers" should be labeled on the canister body of the extinguisher.

- **A:** Paper, wood, and other ordinary combustible fires
- **B:** Flammable liquid fires
- **C:** Electrical fires
- **BC:** Electrical and flammable liquid fires
- **ABC:** Most fires
- **K:** Kitchen, grease fires

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Generally, fire extinguishers maintained in houses are operated with the acronym PASS.

**PULL** the pin

**AIM** the nozzle at the base of the fire

**SQUEEZE** the handle

**SWEEP** the base of the fire with the stream of extinguisher

## **Fire Drills:**

The purposes of fire drills are to insure the efficient and safe use of all available exit facilities, to familiarize occupants with sound and audibility of alarms, and to provide an opportunity to test the alarm system. Proper drills ensure orderly exit and prevent panic-the greatest cause of loss of life in major fire disasters of history. Speed in emptying houses, while desirable, is not in itself a goal, and should be made secondary to the maintenance of proper order and discipline.

Fire drills should be held with sufficient frequency (at least twice an academic year) to familiarize all occupants with the drill procedure and to make the procedure a matter of established routine. In general, residents should be instructed well in advance of the drill to follow these procedures:

- Wear coat and shoes.
- Close windows and leave lights on in the room.
- Close door (do not lock) and walk-DO NOT RUN-to nearest exit.
- Assemble with other residents at the pre-designated location (outside and well away from the house). Do not re-enter the house until advised by the officer in charge of the drill.

## **Fire Inspections:**

All Greek chapter houses are required to undergo 2 fire safety inspections per year (one in the Fall semester, and one in the Spring semester). The Office of Fraternity and Sorority Life will work with you to schedule a time that works for both the Fire Inspectors and chapter representatives. These typically take 30-60 minutes.

An Inspector from the GT Fire Safety Office will inspect your facility for fire and life safety issues. If there are any findings or violations, the Inspector will schedule a date and time to follow up with you to ensure compliance. You will be provided a detailed report by the Inspector at the end of your inspection.

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**Please inform your House Corporation Board, House Director, or Chapter Advisor that an inspection is being conducted so they can assist in making any necessary repairs or preparations.** Completing the Self-Inspection Checklist can assist you with preparing for your inspection.



151 6th Street NW, Suite 341  
Atlanta, Georgia 30332  
(P) 404-894-FIRE (3473)  
(E) fire2@ehs.gatech.edu

## Fire & Life Safety Self-Inspection Checklist

Building Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
Manager Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Completed By: \_\_\_\_\_ Phone: \_\_\_\_\_

Use the checklist below to prepare for your annual inspection. If an item on the list does not apply, leave blank.

Building	
	Address / Room Identification Clearly Visible
	Correct Keys in Knox Box – Verify with Inspector
	FDC – Accessible and Visible
	Fire Lanes – Clear and Signage Maintained
	Hydrants – Accessible, Visible, Operational
	Sprinkler System – Operational & Inspected
	Spare Sprinkler Heads & Wrench in Box
	Fire Extinguishers – Visible, Accessible, Maintained
	Kitchen Hood – Maintained, Clean, Operational
	Evacuation Plans Posted and Accurate
	Fire Doors & Openings Clear and Maintained
	Loft Design Meets GT Standards (Greek Only)
	General Housekeeping – Trash, Vegetation, etc.
	Ceiling Tiles – In Place Without Openings
Egress	
	Exits – Clear, Maintained, Accessible
	Exit Signs – Visible and Lighted
	Emergency Lighting Functional
	Door Hardware – Functional and Proper Type
	Corridors – Clear and Required Width Maintained
	Stairs – Clear and Accessible

Storage	
	Approved Combustible / Flammable Liquids or Gases
	18" Clear Space from Ceiling (Sprinkled)
	24" Clear Space from Ceiling (Non-Sprinkled)
	No Storage of Items In Stairwells or Under Stairs
	No Storage of Items Above Ceiling
	Mechanical & Electrical Rooms Clear of Storage
Electrical & Mechanical	
	Extension Cords – Prohibited (Temporary Use Only)
	Switches / Outlets – Cover Plates Intact
	Outlets / Circuits – Proper Loading, Without Splitters
	Electrical Panel – Clear and Accessible
	Electrical Panel – Circuits Labeled, Without Openings
	Water Heater – Clear of Debris / Items
	Fire Alarm Panel – Accessible & Maintained
Documentation	
	Fire Suppression System Annual Inspection Report
	Commercial Cooking Hood Annual Inspection Report
	Cooking Hood Fusible Link 6 Month Replacement
	Emergency Plan
	SDS / MSDS
	Red Book Available
	Fire Alarm System
	Generator Report

**Send the completed checklist to [fire2@gatech.edu](mailto:fire2@gatech.edu) prior to your scheduled annual inspection.**

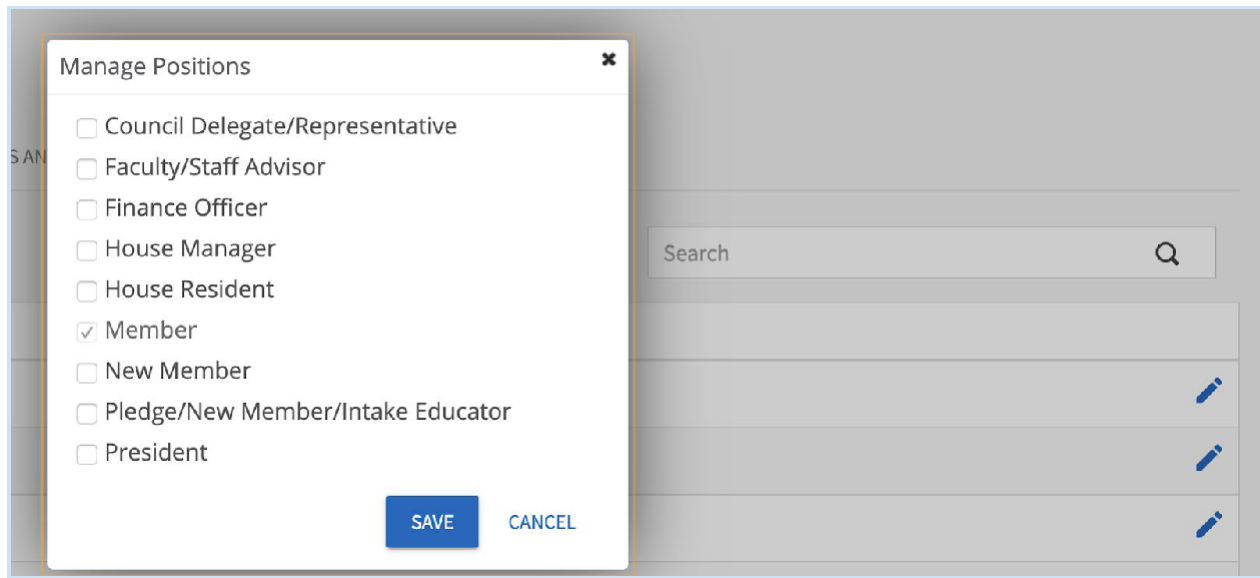


# House Manager Resource Manual

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## House Resident Roster Management

House Managers are required to update their house resident roster regularly with any changes in occupancy of the facility. To keep an accurate record of house residents, use the “manage roster” function in your Engage portal, click the pencil icon next to a member’s name, and assign them the “house resident” member type. See screenshot below.



## Parking Considerations

### Vendor/Contractor Parking:

If a vendor or contractor is visiting a Fraternity or Sorority with a vehicle, their parking options are as follows:

- The vendor/contractor can park in a legal parking space on your property or
- The vendor/contractor can park in the nearest visitor lot and pay the posted rate
- The vendor/contractor can park on GT’s property (in the zone outside the house) with a valid GT permit.

Vendors/contractors who visit the Greek houses frequently for business purposes are required to display a vendor permit in each vehicle. If multiple vehicles/vendors are onsite at the same time they each need a permit. If multiple vendors are onsite at different times a permit can be shared between the vendors. This would be managed by the house. Vendor and Contractor Permits may only be purchased in the PTS office.

**Cost: Daily: \$15; Weekly: \$45; Monthly: \$115; Annually: \$825 (single location only)**

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**Reserved parking** is available for vendor/contractors of the Greek houses (students cannot park in reserved spaces). A valid permit must be displayed in all vehicles parked in reserved spaces. Access to the reserved space would be managed by the house. To request a reserved space, please email the PTS customer service manager ([info.parking@parking.gatech.edu](mailto:info.parking@parking.gatech.edu)) 72 hours in advance of needing the reserved space.

**Cost: Daily:\$15; Annually \$750 (in addition to the cost of an annual permit)**

Please note that PTS understands that in rare cases emergencies happen and a vendor/contractor may need to respond immediately to a house, leaving little or no time to purchase a permit. In these rare cases they ask that you contact their office first and let them know the name of the contractor, location, license plate and make and model of the vehicle(s). You can contact their office via email at [info.parking@parking.gatech.edu](mailto:info.parking@parking.gatech.edu) or call the 24 hour dispatch at 404-385-7275; however, a valid permit must be purchased no later than the next business day.

If you have any additional questions do not hesitate to contact Glenn Kurtz, Director of Parking Operations directly via email at [glenn.kurtz@pts.gatech.edu](mailto:glenn.kurtz@pts.gatech.edu) or phone at 404- 894-3010.

## **Fulton County Codes**

### *Parking on Grass*

- *It is illegal to park cars on grass, side or rear of yards.*
- *This includes wrecked cars and cars without tires or tags.*

If vehicles are found to be parked on the lawn of properties in the Greek Sector, a warning will be issued by PTS or OFSL and if the issue persists, Fulton County Code Enforcement will be notified.

## **Additional Campus Resources**

### **The Safer Sex Supplies (SSS) Program:**

This program provides a variety of free safe sex supplies for the Georgia Tech community. Health Initiatives can supply condoms in bulk or personal currentcondom locations to include Greek housing. If your house is interested in go tothis website: <https://wellnesscenter.gatech.edu/support-services/safer-sex-supplies>

## Frequently Asked Questions

### **What should I do if I was just elected as House Manager?**

Please contact the Office of Fraternity & Sorority Life with your name, preferred email, phone number, chapter, and indicate if you are a temporary HM or serving full-term. It is important that House Managers' contact information is always on file, up to date, and accurate. We will then add you to the appropriate email listservs, contact sheets, etc. for our records. You can also read through this House Manager Resource Manual to familiarize yourself with current policies!

### **When are GRNA meetings?**

GRNA meetings are typically held each month within the Fall and Spring semesters. The dates are announced in advance. One representative from each chapter, ideally the house manager, is **required** to attend. A member of any committees under your position, a member of your House Corporation Board and/or your House Director are always welcome to attend as well if desired. House Managers are encouraged to meet 1:1 with either the GRNA representative of their council or with staff in the Office of Fraternity & Sorority Life to go over issues, concerns, or new projects on an individual basis.

### **What can go in the dumpster near my chapter facility?**

First, please verify that the dumpster you/your residents are using is the one assigned to your chapter! The only thing item that can go in these dumpsters is BAGGED TRASH. There can be no furniture, mattresses, carpet, tree branches, or construction materials placed in/near your dumpster. Doors to the dumpster unit must be closed at all times.

### **Our dumpster is full, what should we do?**

There can be no trash placed on the ground near your dumpsters! If your dumpster is full, please let your GRNA representative know and fill out this form to report any issues regarding your dumpster unit: [Dumpster Issue Reporting Form](#)

### **My chapter put furniture by our dumpster. Why is this a violation of GRNA policy?**

If dumpsters are used incorrectly or there are materials blocking it, the trash cannot be removed. Therefore, the schedule of emptying becomes interrupted, or

machines used in the process can be broken. One missed pick up can lead to serious health and safety concerns for the entire community.

## **Where can I put furniture that I need to throw away?**

First, if the furniture is in good condition, you should consider donating your items to local, charitable organizations. Locations nearby include: Salvation Army, Goodwill, and Atlanta Furniture Bank. Any furniture items that are not good for donation can be placed in the temporary roll-off dumpsters spread throughout the community monthly. If you need a temporary roll-off dumpster to assist with bulk waste from a large event or construction **outside** of the times available, please fill out this form: <https://facilities.gatech.edu/form/temporary-roll-off-request>

## **How should we get rid of our refrigerator?**

The Office of Solid Waste Management & Recycling will pick up household minifridges for \$45.00 and full sized refrigerators for \$50.00. NO commercial refrigerators. The refrigerator must be EMPTY at the time of pick-up. Call (404)385-0088 to schedule a pick-up.

## **What if we have hazardous waste to get rid of?**

Please work with the Hazardous Materials office in EHS to arrange a pick-up of [chemical](#) waste, [biohazardous](#) waste, [batteries](#) such as Alkaline, NiCd, Lithium Ion, Lead Acid, [bulbs and ballasts](#) such as fluorescent bulbs, Hg bulbs, HID Bulbs, and light ballasts, or [other waste](#) such as Latex Paint, Oil-based Paint, used oil, mercury (Hg) containing devices, and empty drums (15-gal or larger) for proper disposal. <https://www.ehs.gatech.edu/hazardous>

## **There is a car blocking access to the dumpster and it does not belong to any of our members, what should we do?**

First, contact surrounding houses to ask if the car belongs to any of their members. Next, contact Parking & Transportation Services to have the car towed (404) 385-7275 unless your organization has an external contract with a towing company. Vehicles blocking access to dumpsters is a serious issue that should be taken care of immediately.

## **We have pests/rodents! What should we do?**

Please reach out to our campus partners through this form: <https://facilities.gatech.edu/pest-or-animal-control> or arrange a dead animal removal by calling (404) 355-8387. There may be contractors recommended by other chapter facilities for this service that can be found on our

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[Recommended Contractor List](#)

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## **I need a contact for a plumber, or other service vendor...**

Oftentimes the Office of Fraternity and Sorority Life is contacted by house managers looking for contact information for outside companies to address projects/problems in their facilities. If you have good contact information for an outside service provider, please submit it directly to our [Recommended Contractor List](#) and feel free to utilize the list for information when needed.

## **Does the contractor or vendor we hired need to park somewhere special?**

Yes. The vendor/contractor can park in a legal parking space on your property, in the nearest visitor lot and pay the posted rate, or they can park on GT's property (in the zone outside the house) with a valid GT permit. See page 25 for information on obtaining a temporary permit.

## **We would like to update our house security measures, what are some on-campus resources for this?**

Check out the [Safety and Security Assessment](#) or to participate in their Adopt a Cop program!

## **We want to start a new construction project/renovation. 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 Fraternity and Sorority Life know. From there, we can point you in the right direction depending on the type/scale of the project. 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.

## **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 2 weeks in advance so they can approve them in order to keep your members and guests safe. Please go to [Special Events Request](#)

## **Our chapter receives mail at the Student Center Post Office, how do I ensure residents are approved to pick up mail?**

Each semester, house managers need to update a document with the names of members who are approved to pick up mail on behalf of the chapter/address. For access to this document, please email Kerry McCarthy (contact info on page 1). If you make any changes to the document outside of the communicated deadlines each semester, please let Kerry know so we can notify SCPO to update their records.

## **Why do some houses get their mail delivered to the Student Center Post Office?**

At this time, only certain houses receive chapter mail at the SCPO due to zoning from the City of Atlanta. Mail is still addressed to their street location but is ultimately delivered to the SCPO for pick-up.

## **How do we submit resident rosters?**

If your chapter **does not** rent to non-members, rosters are to be kept up to date via [Engage](#). To designate that a member is living in the house, assign them the "House Resident" member type through the roster management tool. If your chapter **does** rent space to non-members, please email a complete roster by the communicated deadlines to the Office of Fraternity and Sorority Life.

## **Our chapter wants to be more sustainable and do our part to save the earth - what should we do?**

**Cardboard:** If your dumpster unit is not accompanied by a rolling gondola, cardboard must be broken down and placed neatly next to your dumpster. It cannot contain food, plastic, or other material. Pizza boxes should always be thrown away in the dumpster.

**Recycling Stations:** There are currently 2 designated recycling stations within the Greek Sector. Your chapter can receive free, durable clear bags specifically for recycling through the Office of Solid Waste Management and Recycling. You can also request temporary roll away recycling container for special/large events here: <https://facilities.gatech.edu/request-containers-form>

## **My chapter has trash on our lawn or a poorly maintained landscaping. Why is this a violation?**

House Managers and other chapter leaders are expected to maintain an aesthetically pleasing Greek community. The Greek sector is a part of campus,

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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 Assistant Director of Fraternity & Sorority Life checks each fraternity and sorority facility for lawn maintenance (including overgrown plants and weeds, grass that needs to be cut, and hedges that need trimmed), general cleanliness, and proper dumpster use on a daily basis. Each issue observed is documented through the FSL 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 8am each day when house checks will be performed by a staff member of OFSL.