



GREEK LIFE

House Managers Manual
2025

Roles & Responsibilities

STUDENT LEADERS

Chapter presidents and house managers should work with the house corporation to ensure that the chapter facility is safe and welcoming for all chapter members.

Chapter Presidents

Chapter presidents are responsible for the well-being of the chapter members and the activities that occur in or around the chapter house.

House Managers

House managers are responsible for the day-to-day management of the house. This includes:

- Making sure paper products are stocked
- Trash collection
- Yard work
- Party clean-up
- General cleanliness
- Common spaces

HOUSE CORPORATIONS*

A House Corporation is a group of alumni and/or a national group responsible for owning and managing fraternity property. Additionally, they are also responsible for:

- Projects and repairs to the chapter house
- Paying the mortgage
- Obtaining loans (if necessary)
- Manages the land lease with the University (if applicable)
- Leases the chapter house to undergraduate members
- Maintains property insurance
- Compliant with all University policies
- Maintaining equipment and house furnishings
- Maintains financial information & tax filings for property
- Hires and supervises all chapter employees (i.e., chef, house mothers, cleaning crews, etc).

COMMUNICATIONS

Greek Life is committed to maintaining strong relationships with chapters and their house teams. To ensure clear and effective communication, please note the following protocols:

- **Comprehensive Communication:** When communicating with house managers, messages will often include the chapter president and house corporation advisor(s) to ensure everyone is informed and aligned.
- **Major Projects:** For significant projects impacting the chapter facility, communication will be directed solely to the house corporation to streamline decision-making and project management.

If you have any questions or need further clarification, please contact Greek Life at greek@auburn.edu or 334-844-4600.

* adapted from Beta Theta Pi's [How to Establish a House Corporation](#)

Greek Life Overview

GREEK LIFE MISSION

The mission of Auburn University Greek Life is to serve as an advocate and resource for the Greek community and provide our students with opportunities for personal growth and development.

GREEK LIFE SERVICES

Greek Life offers many services to our chapters and councils.

A few are listed below:

- Train, advise, and mentor student leaders
- Support, train, and communicate with chapter advisors
- Manage events
- Enforce university and council policies and procedures
- Review new member programs and plans
- Execute recruitment and growth initiatives for councils
- Operate IFC, NPHC, and PAN council systems, processes, and programming
- Support chapter systems, processes, programming
- Process necessary paperwork, fees, and assessment reports
- Engage and encourage Auburn students to join Greek Life through orientation
- Provide grade report information to chapters and Greek community
- Manage chapter roster information and report to campus departments
- Collaborate on conduct-related situations and educational opportunities
- Oversee expansion and growth efforts for new organizations
- Promote and communicate Auburn University resources to chapters and councils
- Manage chapter and council properties on-campus including, NPHC Legacy Plaza, NPHC Chapter Room, Panhellenic sorority chapter rooms, and IFC fraternity properties

Greek Life Annual Programs

- Greek Leadership Summit
- Greek Officer Training
- Greek Life Installation Banquet
- Greek Excellence Awards



GREEK LIFE STAFF

Auburn University Greek Life staff is a dynamic group of professionals whose work supports the Mission of Auburn University Greek Life. We welcome students, advisors, parents, HQ staff, and others to contact us using the information below.

Contact Greek Life

Melton Student Center
255 Heisman Drive, Suite 1330
Auburn, AL 36849
334-844-4600
greek@auburn.edu

Associate Vice President

Lady Cox
Chi Omega
lady@auburn.edu
334-844-1304

Director of Greek Life

Lindsay Holdren
Alpha Xi Delta
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Assistant Director - National Pan-Hellenic Council (NPHC) & Events

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Alpha Phi Alpha Fraternity, Inc.
dls0017@auburn.edu
334-844-4616

Assistant Director - Facilities

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Zeta Tau Alpha
kzs0012@auburn.edu
334-844-4631

Coordinator - Greek Programs

Haley Joyner
Alpha Omicron Pi
haj0021@auburn.edu
334-844-4629

Coordinator - Interfraternity Council (IFC)

Johnny Belmontes
Pi Kappa Alpha
jab0370@auburn.edu
334-844-4848

Coordinator - Panhellenic Council (PAN)

Madeline Lewis
Alpha Chi Omega
mel0085@auburn.edu
334-844-4595

Administrative Assistant

Sue Walker
Phi Sigma Sigma
sjw0023@auburn.edu
334-844-4600

Graduate Assistant - Panhellenic Council (PAN)

Savannah Griffin
Alpha Delta Pi
skg0035@auburn.edu
334-844-4600

Graduate Assistant - Interfraternity Council (IFC)

Coleman Morris
FarmHouse
cem0069@auburn.edu
334-844-4600

Greek Life Membership Standards

STUDENT STANDARDS

Active membership in a social fraternity or sorority is limited to current undergraduate students at Auburn University. Candidates for membership must be enrolled full-time at Auburn University at the time of joining the organization.

CHAPTER STANDARDS

All fraternities and sororities at Auburn University must comply with the following chapter standards. Many of these standards are required as outlined in the Auburn University Student Organization Policy.

Have Inter/National Fraternity or Sorority Recognition

- Chapters must be a recognized chapter of an inter/national fraternity or sorority.
- Chapters must follow the inter/national fraternity or sorority standards and training.

Manage Membership

- Chapters must maintain an accurate roster that includes at least 10 full-time currently enrolled Auburn University students or participate in recruitment/intake annually.
- Participate in a formal recruitment/intake program every academic year.

Provide Chapter Information to Greek Life

The following information must be submitted every semester.

- Roster of membership, including new members
- Chapter officer and advisor contact information
- New Member Education Plan
- Membership costs
- Service hours, including member and location
- Philanthropic support, including how much donated and to where
- Grade release forms for each member
- Hazing policy acknowledgement for each member
- Proof of liability insurance for the organization

Participate In Greek Life Meetings and Trainings

- Chapter presidents must meet with their Greek Life coordinator at least once per semester.
- Chapter presidents must attend the Greek Leadership Summit.
- Chapter executive officers must attend the Greek Officer Trainings.
- Chapter officers must attend AUinvolve Event Management Trainings.
- Chapter leaders must participate in council meetings.

Manage Chapter Finances

- Remain current in payment of dues to their respective council, as well as fines, fees, and other financial obligations by the required deadlines.



Have An Active Chapter Advisor

- The advisor must maintain regular contact and involvement with the chapter officers.
- The advisor must provide support for the daily operations of the chapter.
- The advisor must be knowledgeable about and assist the organization in upholding policies and procedures for both the university and the inter/national organization.
- The advisor must assist with the administration of the financial affairs of the organization.

Register Events

- All fraternity and sorority events must be registered in AUinvolve at least seven class days prior to the event.

Manage Their Property

- Fraternities and sororities with property (chapter houses, etc.) are required to have property insurance.
- Chapters must comply with the fire and life safety standards applicable to their facility. This includes:
 - Attending fire and life safety training.
 - Complying with fire and life safety inspection.
 - Completing fire and life safety violations to the standards of Auburn University and the City of Auburn.

Notify Greek Life of Emergencies

- Any time an emergency team or a "flashing lights" vehicle visits a fraternity or sorority event or member(s), chapter leadership should notify the Greek Life Office.
- Any time a member is seriously injured, or a member passes away, chapter leadership should notify the Greek Life Office.
- This policy is always applicable and immediate, regardless of time of day or night.

House Managers



GREEK LIFE

Chapter	First Name	Last Name	Email	Phone
Alpha Gamma Rho	Drew	Hodson	dmh0075@auburn.edu	(281) 910-6423
Alpha Sigma Phi	Tyler	Chambers	tjc0079@auburn.edu	(404) 444-5281
Alpha Tau Omega	Nicholas	Frost	ncf0020@auburn.edu	(205) 881-7366
Beta Upsilon Chi	Nolan	Bennett	nrb0025@auburn.edu	(334) 379-4294
Delta Chi	Thomas	Casset	atc0084@auburn.edu	
Delta Chi	Brennan	Will	bmw0166@auburn.edu	(205) 285-1929
Delta Kappa Epsilon	Creed	Allen	cea0075@auburn.edu	(205) 718-0047
Delta Tau Delta	Dylan	Lingo	dpl0012@auburn.edu	(256) 617-3089
Farmhouse	Mason	Hart	mzh0222@auburn.edu	(770) 500-5142
Kappa Alpha Order	Julius	Fox	jnf0029@auburn.edu	(615) 828-1331
Kappa Alpha Order	Jack	McMurray	jhm0082@auburn.edu	(205) 913-3947
Lambda Chi Alpha	Robert	Rucando	rpr0010@auburn.edu	(251) 408-8293
Phi Delta Theta	Oliver	Largue	ojl0005@auburn.edu	(251) 422-9270
Phi Gamma Delta	Hudson	Whitt	jhw0064@auburn.edu	(334) 530-0374
Phi Kappa Tau	Luke	Cheadle	lac0127@auburn.edu	(865) 315-2863
Phi Sigma Kappa	Jeffrey	Carlisle	jmc0236@auburn.edu	
Pi Kappa Alpha	Woody	Fipps	wcf0018@auburn.edu	(205) 566-4449
Pi Kappa Phi	Jackson	Rich	jtr0061@auburn.edu	(850) 567-4093
Sigma Alpha Epsilon	Kenny	Heumann	klh0114@auburn.edu	(334) 590-7173
Sigma Chi	Conner	Brewer	chb0058@auburn.edu	(770) 630-3346
Sigma Nu	Steven	O'Neil	Sco0027@auburn.edu	(251) 751-7424
Sigma Pi	Parker	Stuckey	wps0026@auburn.edu	(706) 566-9692
Tau Kappa Epsilon	Riley	Kishbaugh	rjk0043@auburn.edu	(267) 347-0704
Theta Chi	Slate	Lambert	bsl0024@auburn.edu	(804) 938-1997

Chapter Facility Addresses



GREEK LIFE

Chapter	Street Address	City, State	Zip
Alpha Gamma Rho	831 Lem Morrison Drive	Auburn, AL	36832
Alpha Sigma Phi	891 Lem Morrison Drive	Auburn, AL	36832
Alpha Tau Omega	926 West Magnolia Avenue	Auburn, AL	36832
Beta Upsilon Chi	930 Lem Morrison Drive	Auburn, AL	36832
Delta Chi	530 Biggio Drive	Auburn, AL	36832
Delta Kappa Epsilon	319 North College Street	Auburn, AL	36830
Delta Tau Delta	892 Lem Morrison Drive	Auburn, AL	36832
Farmhouse	552 West Thach Avenue	Auburn, AL	36832
Kappa Alpha Order	940 Lem Morrison Drive	Auburn, AL	36832
Lambda Chi Alpha	266 West Magnolia Avenue	Auburn, AL	36830
Phi Delta Theta	848 Lem Morrison Drive	Auburn, AL	36832
Phi Gamma Delta	275 South College Street	Auburn, AL	36830
Phi Kappa Tau	841 W. Magnolia Ave.	Auburn, AL	36832
Phi Sigma Kappa	835 West Magnolia Avenue	Auburn, AL	36832
Pi Kappa Alpha	840 West Magnolia Avenue	Auburn, AL	36832
Pi Kappa Phi	861 Lem Morrison Drive	Auburn, AL	36832
Sigma Alpha Epsilon	550 West Magnolia Avenue	Auburn, AL	36832
Sigma Chi	737 West Magnolia Avenue	Auburn, AL	36832
Sigma Nu	715 West Magnolia Avenue	Auburn, AL	36832
Sigma Pi	960 West Magnolia Avenue	Auburn, AL	36832
Tau Kappa Epsilon	554 West Thach Avenue	Auburn, AL	36832
Theta Chi	935 Lem Morrison Drive	Auburn, AL	36832

FRATERNITY FIRE SAFETY CHECKLIST

This checklist provides a categorized look at the key items that will be reviewed during the semester onsite inspection of the chapter facilities. The City of Auburn Fire Inspector has provided these items as a baseline for review and while this list has many items, it is not all-inclusive. Chapters should use this list to make preparations for the semesterly visits. Greek Life will communicate all deadlines and schedules in advance and expects all chapters to abide by the Student Organization Housing Policy.

Fire Prevention and Suppression	Company Name	Date of last visit
	Fire Alarm: _____	
	Fire Extinguisher: _____.	
	Sprinkler System: _____.	
	Kitchen Hood System: _____.	
	Fire Alarm panel clear of "TROUBLE" notifications. Door to alarm panel labeled with an FACP sign.	
	Fire Alarm system serviced within last 12 months.	
	Sprinkler System serviced every 12 months.	
	Sprinkler system service includes Vault - lock & chains, water-tight connections, backflow preventer tagged, dry vault interior	
	Room smoke detectors are in place and operational. Not missing, disabled, or hanging by wires.	
	Portable fire extinguishers serviced within the last 12 months.	
	Portable fire extinguishers in place and stored properly on walls or in cabinets.	
	Commercial kitchen hood suppression system serviced within last 6 months.	
	Kitchen hood filters in place and free of excessive grease build-up.	
	Smoke detectors are not missing or not working on battery power (replace detector every 10 years, batteries every 6 months).	
	Housekeeping is in good order. Clean up trash.	
Potential Ignition Sources		
	Hazardous materials (gasoline, propane tanks, flammable paint, wet cell batteries, tires, etc.) are not to be stored inside the house. They should be stored in an outdoor location, such as a shed, or outdoor storage closet.	
	Electrical adaptors are not in use (2, 3, 4, 6 ways).	
	Extension cords are not being used as permanent wiring i.e., daisy-chaining.	
	Wall light switch and electrical outlet covers are in place and in good condition.	
	No exposed electrical wires in ceilings or walls.	
	Electrical service panels have closing covers, are labeled and have no exposed wiring or empty breaker spots and have required clearance on sides and front of panel of 36".	
	All mechanical areas (water heater, furnace), electrical rooms, and laundry room are free of clutter and trash.	
	Outdoor cooking devices should be located 10 feet from the property.	
	Portable fire pits are prohibited.	
Emergency Exits/ Egress		
	Exit ways or doors are unobstructed. Not blocked or locked.	
	All exit stairwells are clear of trash, bikes, furniture, and other combustible materials.	
	All corridors are clear of trash or items of any kind.	
	Fire-rated doors are unlocked and unobstructed.	
	Fire doors are not wedged or propped open.	
	Fire door hardware (closers and push bars) is in good working order.	
	Door closers are not missing or broken.	
	Door hardware including room door hardware, panic hardware handles, knobs, locks, etc., are not missing or broken and can be opened as designed.	
	Illuminated exit signs operating properly with battery backup. Not broken or hanging from the ceiling.	
	Emergency lights operating properly with battery backup. Not broken or hanging, tested regularly with test button.	
	Emergency route maps are posted in each room and in common areas which identify rooms and evacuation exits/routes.	
Structure		
	No holes in ceilings, or walls of fire-rated stairwells.	
	Room identification on all room doors.	
	All rooms are accessible. Keys will be available for room inspections.	



FIRE LIFE SAFETY INSPECTION



GREEK LIFE

Following the agreement between Greek Life and the City of Auburn, each fall and spring semester the Greek chapter houses and annex facilities on chapter-controlled property will be inspected by the City of Auburn Fire Inspector to determine building compliance with applicable fire codes.

This report includes the most recent fire safety inspection of your facility. All inspections are managed and facilitated by the City of Auburn Fire Inspector. Please review the inspection report attached. If your chapter had another inspection due to violations found, those specific items are indicated at the end of this document by the City of Auburn Fire Inspector.

The relationship between Auburn University and the fraternity houses exists between the house corporation board, or headquarters listed on the lease. Therefore, it is necessary for the chapter house corporation advisor, or property manager to review the fire life safety report from this semester.

After reviewing the report, a chapter advisor (House Corporation Advisor, or Property Manager) must sign off indicating that the report was reviewed, and violations (if applicable) were corrected.

Notes:

Advisor (House Corporation Advisor, or Property Manager):

Advisor Name:

Advisor Signature:

Position:

Date:

Auburn University and the City of Auburn Public Safety Agreement

Auburn University Board of Trustees authorizes the lease of university property to student house organizations to provide additional safe living and gathering space housing to Auburn University students. It is the responsibility of each house corporation to ensure the following requirements are met. Failure to meet these requirements may result in fines, sanctions, and loss of privileges (including a requirement to vacate the property) by the City of Auburn or Auburn University.

REQUIREMENTS FOR HOUSE CORPORATION BOARDS

Outlined below is the information that the house corporation board is responsible for completing on an annual basis.

SUBMIT ANNUAL ORGANIZATION ROSTERS

Each organization must submit contact information annually to the City of Auburn. These rosters must include the names, email addresses, and telephone numbers for the following roles:

- House Corporation Officials
- House Mom/Dad/Advisor living in the house
- Student Organization President
- Student House Manager
- Occupant rosters of students living in the house for spring, summer, and fall

This information is collected by Greek Life and is due by August 1 every year. Greek Life will send this information to the City of Auburn on behalf of the organization. All updates should be communicated to Greek Life when changes occur.

PREPARE AND POST A FIRE SAFETY EVACUATION PLAN

Each organization must prepare a permanent fire safety evacuation plan and post it inside each bedroom on the back of the bedroom exit doors and in highly visible locations in the hallway on each floor. The plan must be approved by the City of Auburn Fire Inspector.

CONDUCT UNANNOUNCED EVACUATION DRILLS

Each organization must participate in an unannounced evacuation drills each semester conducted by the City of Auburn. There will be four (4) drills throughout the year.

COMPLETE FIRE AND LIFE SAFETY INSPECTIONS

Each organization must complete an inspection by the City of Auburn Fire Inspector in the Fall and Spring Semesters. Inspections are:

- Scheduled by Greek Life and City of Auburn Fire Inspector
- Conducted within the first 30 calendar days of each fall and spring semester
- Required to have the student organization house manager present



CONTRACT WITH A LICENSED FIRE PREVENTION, DETECTION, AND SUPPRESSION COMPANY

Each organization must have an ongoing contract with a licensed company for the purpose of fire prevention, detection, and suppression. The company must perform annual testing and inspections in accordance with the National Fire Protection Association (NFPA) 72, Fire Alarm Code as required by State and Local Code.

The organization is required to provide documentation of the contract and the inspection to Greek Life by August 1 of every year.

The contract must include services to perform inspections, testing, and maintenance on:

- **Sprinkler systems** in accordance with the NFPA 25, Standard on the Inspection, Testing and Maintenance of Water- based Fire Protection Systems.
- **Portable fire extinguishers** in accordance with NFPA 10, Standard for Portable Fire Extinguishers.
- **Exit signs and emergency lights** to ensure operational integrity of these life safety appliances.
- **Kitchen range hood fire suppression systems**

The contractor must also post inspection tags on:

- Fire alarm control panels
- Exit signs and emergency lights
- Sprinkler system riser
- Portable Fire extinguishers
- Fire alarm control panel and a copy of the inspection report must be kept inside the panel

ATTEND FIRE SAFETY EDUCATION - FOR STUDENTS

Each organization must have the Student House Manager attend fire safety education training every semester. These trainings are:

- Led by City of Auburn Fire Inspector and Risk Management and Safety
- Scheduled by Greek Life
- Conducted within the first 5 school days of the beginning of each fall and spring semester
- Required for the student organization president, or designee, to attend.

ATTEND FIRE SAFETY EDUCATION - FOR HOUSE CORPORATION BOARDS

Each organization must have a house corporation member attend a fire safety education training every two years. These trainings are:

- Led by City of Auburn Fire Inspector and Risk Management and Safety
- Scheduled by Greek Life
- Conducted every other year
- Required for a member of the house corporation to attend.

MANAGE RECORDS

Each organization must maintain the following documents:

- Evacuation drill reports
- Monthly self-inspection reports
- City of Auburn fire inspection reports
- Fire Prevention, Detection, and Suppression annual contract
- Fire Prevention, Detection, and Suppression inspection reports

REQUIREMENTS FOR STUDENT HOUSE MANAGERS

Outlined below are the requirements for student house managers. It is expected that the student house manager is responsible for fire life safety requirements for the property. If the student house manager is not responsible for the fire life safety of the property, the chapter leader who is responsible must complete all requirements listed below. Examples of other chapter leaders who may be responsible for fire life safety requirements are Risk Managers, Fire Marshals, or Chapter Presidents.



LIVE IN THE STUDENT ORGANIZATION HOUSE

The Student House Manager must reside in the chapter house during the fall and spring semesters.

ATTEND FIRE SAFETY EDUCATION - FOR STUDENTS

Each organization must have a Student House Manager attend a fire safety education training every semester. These trainings are:

- Led by City of Auburn Fire Inspector and Risk Management and Safety
- Scheduled by Greek Life
- Conducted within the first 5 school days of the beginning of each fall and spring semester
- Required for the student organization president, or designee, to attend.
- Required for the student house manager to attend.

SUBMIT ORGANIZATION ROSTERS

Each organization must submit contact information annually to the City of Auburn. These rosters must include the names, email addresses, and telephone numbers for the following roles:

- House Corporation Officials
- House Mom/Dad/Advisor living in the house
- Student Organization President
- Student House Manager
- Occupant rosters of students living in the house for spring, summer, and fall

This information is collected by Greek Life and is due by August 1 every year. Greek Life will send this information to the City of Auburn on behalf of the organization. All updates should be communicated to Greek Life when changes occur.

CONDUCT UNANNOUNCED EVACUATION DRILLS

Each organization must participate in an unannounced evacuation drill each semester conducted by the City of Auburn.

PERFORM MONTHLY SELF-INSPECTIONS AND OF THE HOUSE AND SUBMIT REPORTS

The Student House Manager must perform a fire and life safety self-inspection of their house and any exterior/annex facilities every month. After conducting the self-inspection, a report must be submitted to Greek Life by the first day of each month (September - May).

REQUIREMENTS FOR GREEK LIFE

Outlined below are the responsibilities Greek Life has regarding Fire Life Safety inspections at the fraternity properties.

SUBMIT ORGANIZATION ROSTERS TO THE CITY OF AUBURN

Each organization must submit contact information annually to the City of Auburn. These rosters must include the names, email addresses, and telephone numbers for the following roles:

- House Corporation Officials
- House Mom/Dad/Advisor living in the house
- Student Organization President
- Student House Manager
- Occupant rosters of students living in the house for spring, summer, and fall

This information is collected by Greek Life and is due by August 1 every year. Greek Life will send this information to the City of Auburn on behalf of the organization. All updates should be communicated to Greek Life when changes occur.



HOST FIRE SAFETY EDUCATION - FOR STUDENTS

Each organization must have a student representative attend a fire safety education training every semester. These trainings are:

- Led by City of Auburn Fire Inspector and Risk Management and Safety
- Scheduled by Greek Life
- Conducted within the first 5 school days of the beginning of each fall and spring semester

COLLECT DOCUMENTATION OF CONTRACTS WITH LICENSED FIRE ALARM INSPECTION COMPANIES

Each organization must have an annual contract with a licensed fire alarm inspection company. The contract must include services to:

- Perform inspections, testing, and maintenance services on building fire alarm systems annually in accordance with the National Fire Protection Association (NFPA) 72, Fire Alarm Code as required by State Fire Code.
- Perform inspections, testing, and maintenance services, sprinkler systems, portable fire extinguishers, exit signs and emergency lights, and kitchen range hood fire suppression systems.
- Post an inspection tag on the fire alarm control panel so the City Fire Inspector can see when the system(s) have been inspected and tested.
- Post inspection tags on exit signs and emergency lights, sprinkler system riser, and portable Fire extinguishers.

Greek Life will collect documentation annually by August 1 and then submit it to Auburn University Risk Management and Safety.

COLLECT DOCUMENTATION OF MONTHLY SELF-INSPECTIONS

The Student House Manager must perform a fire and life safety self-inspection of their house and any exterior/annex facilities every month. After conducting the self-inspection, a report must be submitted to Greek Life by the first day of each month (September - May).

COLLECT DOCUMENTATION OF UNANNOUNCED EVACUATION DRILLS

After the organization's evacuation drill, a report is submitted and collected by Greek Life.

SANCTIONS FOR VIOLATIONS

Ensuring the safety of Auburn students is the most important responsibility of organizations providing living and gathering spaces. Greek Life will sanction organizations for violating local codes, ordinances, laws, and Auburn University policies. If immediate action is not taken to correct the issue, the sanctions will escalate accordingly.

VIOLATIONS

DOCUMENTATION

- Failure to submit organization Rosters by August 1
- Failure to submit annual contracts with licensed fire prevention, detection, and suppression company by August 1

TRAINING

- Failure to attend Fire Safety Training
- Failure to attend City of Auburn Fire and Life Safety Inspection
- Failure to pass an unannounced evacuation drill
- Failure to submit monthly house inspection reports

SAFETY

- Tampering with or disabling fire protection systems and/or equipment
- Storing flammable liquids, such as gasoline, gas mowers, gas grills, motorcycles, etc. inside house
- Using hallways, stairwells, or mechanical rooms for storage



- Blocking exits
- Propping open hallway and/or stairwell doors
- Allowing people to access the roof
- Any other safety violation that is noted from the City of Auburn, Greek Life, or Risk Management and Safety

SANCTIONS

TRAINING OR DOCUMENTATION

- \$500 fine
- For documents, there is an additional \$50/day fine until documents are received
- No events, including brotherhood or social events, are permitted at the house until training is conducted or reports are submitted.

SAFETY

- \$500 for violations that can be corrected at the time of inspection
- \$750 for violations that require re-inspection, and no events (including brotherhood or social events) are permitted at the house until the house passes inspection.
- \$1,000 for any additional violations that require re-inspection in the same academic year, and no events (including brotherhood or social events) are permitted at the house until the house passes inspection.

Additionally, the City of Auburn has the authority to shut down a facility immediately if egregious safety violations are discovered.



GREEK LIFE

SHORT BREAK CHECKLIST

Preparing the house before you leave for a short break is important. Pay special attention to the following items to ensure your house is safe during this break.

- Collect and empty all trash in common and private areas to take to the dumpster
- Remove all perishable food items in private rooms and kitchen area to help prevent pests
- Unplug electrical appliances (i.e., TV, stereo equipment, alarms, chargers, video game consoles, etc.)
- Remove all personal items from the kitchen, restroom, laundry area, study room, and other public areas of the house.
- Close all windows and blinds
- Turn off all room lights
- Lock exterior doors and/or make sure they are closed and latched
- Ensure security system (if applicable) is on



GREEK LIFE

EXTENDED BREAK CHECKLIST

Preparing the house before you leave for an extended break – like winter break or the summer – is important. Pay special attention to the following items to ensure your house is safe during this break.

- Inspect all rooms/suites to document damage and collect payment from security deposit
- Complete routine maintenance on furnace/boiler/AC
- Clean and inspect all roof drains and gutters (contact a local professional for this service)
- Repair all broken windows and doors to prevent damage from inclement weather; ensure that doors latch completely
- Have a roofing contractor inspect the roof, provide a written recommendation and repair any immediate concerns
- Contact an emergency service company to conduct an inspection and service emergency lighting, alarm equipment, fires suppression and sprinkler systems
- Clean exterior and interior of chapter house
- Check security/safety lighting
- Clean/service fireplace and chimney and check for defects or debris
- Inspect the hot water heater and exposed water lines and drain pipes for slow leaks
- Remove and dispose of lumber, mattresses or other debris outside the facility, especially near the dumpster
- Unplug and store unused appliances
- Service and clean stoves, ovens, hood ranges and other kitchen equipment
- Inform the host institution (college/university) as to whether the residence will be occupied or not and provide proper contact information for the facility
- Securely lock the property and limit access to only designated alumni/alumnae or undergraduates
- Have a responsible alumnus/alumna, undergraduate or professional property management company check the property daily to ensure a loss has not occurred. A consistent daily presence will deter thieves and vandals. Hiring a professional property management company is strongly recommended
- Inform local police and/or campus security the property will not be occupied (if applicable). Provide them with a key/code for access to the facility and ask them to patrol frequently
- When not in use, remove all hoses and store in an appropriate place, preferably inside facility
- Remove spigot knobs or install locks at each spigot location (Many vandalism claims involve turning on the attached hose and placing it near or in the house with the water turned on)



GREEK LIFE

REQUESTING NARCAN REFILLS

OVERVIEW

In the summer of 2024, IFC, in partnership with SGA, received funding from the Student Affairs Enhancement Fund to have Overdose Response - "Narcan" - Cabinets installed across campus, including inside fraternity houses.

In October 2024, Greek Life worked with the IFC president to collect information from IFC chapters with houses about where they would like Narcan Boxes installed in their facilities.

Installation of Overdose Response Cabinets inside chapter houses is a voluntary program. Chapters may opt in or out of the program at any time.

REQUESTING REFILLS

Greek Life created a Qualtrics form that will be shared with chapter presidents and house managers annually in January and housed on the resources page of the Greek Life website. The form will be managed by the Assistant Director, Greek Life Facilities and checked weekly.

Refill requests will be filled within five (5) business days once the request is received. Once the refill request has been filled, a Greek Life team member will email the chapter president to come to the Greek Life Office to pick up the refills. The chapter president will then be responsible for placing the refills in the Narcan cabinets within their facility.

Requests for Narcan refills can be submitted via the link or QR Code below:

<https://auburn.qualtrics.com/jfe/form/SV7QzMloJcpcHnK8m>

