

**UNIVERSITY OF FLORIDA
DIVISION OF STUDENT AFFAIRS
J. WAYNE REITZ UNION/CENTER FOR STUDENT ACTIVITIES AND INVOLVEMENT**

**OFFICE OF SORORITY AND FRATERNITY AFFAIRS
CHAPTER FACILITY POLICY
FOR SOCIAL SORORITIES AND FRATERNITIES**

Overview

In keeping with the goals of the University of Florida for its residential facilities for students, social sororities and fraternities that provide a residential experience must ensure an environment that is safe and secure, conducive to learning, and is aesthetically pleasing. Additionally, sorority and fraternity chapter houses play an important role in promoting community and providing opportunities for leadership development. When students live together and function as a cohesive unit, they learn to achieve organizational goals efficiently and effectively.

A social sorority or fraternity chapter house is defined as a residential unit affiliated with the University of Florida social sorority and fraternity system as approved by the Office of Sorority and Fraternity Affairs (OSFA) for occupancy and use by a specific registered social sorority or fraternity at the University of Florida. In order to maintain status as a sorority or fraternity chapter house at the University of Florida, the following requirements must be met:

1. Social sororities and fraternities that operate residential units are required to abide by the University of Florida Chapter Facility Policy for Social Sororities and Fraternities and the House Director Policy for Social Sororities and Fraternities.
2. The facility must be owned and operated by a House Corporation incorporated within the State of Florida or by a division of the (inter)national office or other designated authority recognized by the (inter)national office.
3. The property must be zoned appropriately for sorority/fraternity housing as specified by the appropriate local government authority.
4. In accordance with local government tax laws, for organizations that are in compliance with applicable University policies and guidelines, and continue to provide educational housing facilities for members of the respective organization who are also University of Florida students, the University will verify to the local tax assessor on an annual basis those facilities that are eligible for property tax exemption.
5. The facility must have a live-in House Director (see House Director Policy). The House Director shall be responsible for coordinating the maintenance of the facility under the direction of the House Corporation and/or the National Headquarters, and with assistance from the chapter House Manager when applicable.
6. The facility must be accessible for inspections as outlined in this policy.
7. Events at the house are subject to the Event Guidelines for Social Sororities and Fraternities and require appropriate approval by the University.
8. Dates or periods that houses are open or closed for occupancy will be determined by the individual house corporations in collaboration with the OSFA. When houses are occupied, they must be in compliance with the University Chapter Facility Policy and the House Director Policy for social sororities and fraternities.
9. Chapters that fail to comply with the Chapter Facility Policy may be subject to the following actions:
 - a. Temporary suspension of house activities including social functions
 - b. Referral to the Dean of Students Office for violation of the Student Conduct Code
 - c. Repeated failure to comply may result in cancellation of University registration as a social sorority or fraternity.

Property Use

1. The approved chapter facility shall be used only for University of Florida student residential purposes. With the exception of the House Director, each resident of a sorority or fraternity facility must be an enrolled, degree-seeking University of Florida student who is an active member of the respective chapter. OSFA must be notified in advance in writing of any proposed subleasing of the facility to any entity other than members of the chapter affiliated with the House Corporation which owns the property.
2. No permanent buildings, structures, or fences shall be erected, placed or altered on any lot until the building plans and specifications are on file with the OSFA and the UF Office of Environmental Health and Safety or the appropriate governing codes agency. No work may be commenced until all permits have been obtained.
3. No illegal, nuisance or disruptive activity shall occur on any social sorority or fraternity chapter property, nor shall anything be done thereon which may become an annoyance, or nuisance, or disruptive to the community and/or the educational environment.
4. No structure of a temporary character placed or erected on a social sorority or fraternity property may be used for habitation, temporarily or permanently. Such structures shall include but are not limited to trailers, tents, shacks, garages, or barns.
5. No animals (with the exception of fish in an aquarium) shall be kept or maintained on any part of the social sorority or fraternity chapter property. House Directors may have a pet (cat, dog, and/or bird) if written approval is given to the House Director by the House Corporation.

Facility Improvements

1. Construction and renovation projects beyond the scope of routine maintenance must be properly reviewed and approved by the appropriate Codes Enforcement Officer. The UF Department of Environmental Health and Safety (EH&S) must be consulted on fire safety matters.
2. Communication with the OSFA must occur prior to construction or renovation work to ensure any impact(s) of the project on residents and/or the surrounding community has been considered. Plans should be developed in a way that minimizes impact on the educational process. Documentation provided to OSFA prior to construction should include the following information at a minimum:
 - a. A general overview/scope of the project
 - b. A timeline for the commencement and completion of the project
 - c. Contact information for the on-site Construction Manager

Pest Control

General household pest control must include inspection, prevention, exclusion, and sanitation as required.

Safety

1. It shall be the duty of each chapter at all times to keep and maintain the facilities, landscaping and general property in good and presentable condition.
2. Comprehensive Building Inspection – Every three years, housing corporations must conduct a comprehensive building inspection on the facility. House Corporations must retain a certified professional to conduct the Comprehensive Building Inspection. The inspection should review the following at a minimum:
 - a. Facility structural components
 - b. Life/Safety aspects (e.g., fire safety, egress)
 - c. Building envelope (walls and roof)
 - d. Mechanical, electrical, and plumbing systems
 - e. Environmental aspects
3. The House Corporation must provide a copy of the completed inspection report to the OSFA. In addition to the copy of the completed inspection report, any issue(s) identified as critical according to the report, must be identified in a separate report by the House Corporation along with a plan/schedule for corrective action(s).

Exterior Maintenance

Trash

1. All chapter houses will arrange to have and pay for such refuse containers and refuse collection services as may be required to meet their anticipated waste disposal needs. Chapters must comply with the waste disposal regulations of the appropriate governing agency (city or University).
2. All chapter houses must maintain their property on a weekly basis by removing and properly disposing of any litter or debris. More frequent disposal services are recommended to minimize odors, vermin and safety hazards.
3. In the interests of economic and resource conservation, all houses shall, as a minimum, arrange for recycling.
4. All litter and household garbage will be bagged prior to disposal to minimize odors, spills, and insect or animal problems.
5. Kitchen and food service waste will be promptly collected and removed from the House for disposal following each meal. Chapters must appropriately dispose of grease via grease traps or professional removal services.
6. Incidental household garbage and litter will be collected and removed from the House and grounds for disposal on a daily basis.
7. Each house will arrange for consolidating and properly disposing of rubbish, yard waste, construction debris, and hazardous material as needed. Under no circumstances will materials be allowed to accumulate inside or outside the house unless appropriately consolidated and contained pending final disposal.
8. Refuse disposal areas (garbage cans and/or dumpsters) will be kept clean and neat at all times. Litter and spills will be cleaned up as they occur and odor and insect problems will be treated promptly as needed. Garbage cans and dumpsters will be kept covered/closed to reduce odor/insect/animal problems.

Grounds

1. Each chapter is responsible for maintaining its grounds. Maintenance of grounds includes:
 - a. Mowing, trimming, and edging grass
 - b. Keeping plants and trees trimmed and neat
 - c. Keeping flower and plant beds clean and free of dead plants
2. Each chapter must remove any tree(s) determined to be hazardous by UF Environmental Health and Safety or other appropriate authority. The chapter must obtain approval from the appropriate governing authority (University and/or local government) prior to tree removal.

Building

1. Each chapter is responsible for exterior cosmetic repairs (e.g., broken windows, graffiti, pressure washing, or painting).
2. All banners must be safely secured, taken down, and properly disposed of within 24 hours of the conclusion of the event they are advertising.

Utility and Service Billing

Customers must pay for all utilities or services in a timely manner. Bills are typically considered delinquent if unpaid 30 days after the invoice date. All utility and service bills should be paid by the invoice due date.

Fire Safety

Sprinkler Systems

All chapter houses must have an installed and functioning sprinkler system on or before the first day of class fall semester 2010.

The registration of any social sorority or fraternity operating a chapter house without a sprinkler system after the first day of class in the fall semester 2010 shall be subject to immediate suspension.

Fire Extinguishers

1. Each portable fire extinguisher must receive a comprehensive annual inspection and must be certified to have passed inspection and must be in compliance with code requirements of the NFPA and State Fire Marshall.
2. Each portable fire extinguisher must be inspected monthly to insure that it is present, charged, and ready in case of a fire. Fixed fire extinguishing systems must be inspected semi-annually under this policy. The Florida Uniform Building Code requires that licensed authorities perform the inspections at the specified intervals (monthly for portable fire extinguishers and semi-annually for fixed systems).
3. If the sorority or fraternity does not contract through the University for inspection services, the chapter shall require the licensed fire equipment contractor providing the service to submit a monthly summary of inspection findings directly to EH&S. A standard report form for use by outside contractors is available from EH&S.
4. Each fire extinguisher must be properly tagged at all times; the inspection tag will serve as evidence of completed inspections.
5. A review of compliance with required periodic inspection of portable fire extinguishers and fixed fire suppression systems will be included as part of each facility inspection.
6. Chapters may contract with EH&S to provide routine periodic maintenance services to recharge, hydro test, and repair fire extinguishers as needed as part of the contractual agreement. In the event equipment fails periodic testing, it will be replaced at no charge under the agreement. This service agreement does not cover malicious discharge or replacement due to theft. In the event of theft or malicious discharge, EH&S will bill the chapter for the cost of repair or replacement as needed. Chapters may choose to employ an outside contractor to provide a similar service.

Fire Inspections

A comprehensive fire inspection of all facilities will be conducted at least on an annual basis. In addition, a pre-occupancy inspection will be conducted prior to the beginning of the fall semester.

1. The Fire Safety Inspector has the authority through the University of Florida and the State of Florida as a Certified Fire Inspector to enter a building at any time at his/her discretion. A two-to-three day notice will be given as a courtesy for the semester inspections. Follow-up and spot checks to investigate known or suspected problems will be carried out as needed.
2. A written report of findings will be submitted to the fraternity or sorority following each inspection. The inspection report will be directed to the chapter's house manager, house director, president, House Corporation and the OSFA.
3. The sorority or fraternity shall notify EH&S in writing of the date of corrective action(s) for all listed violations within the time limit specified by EH&S.
4. **Each sorority and fraternity is required to complete a series of self-tests each semester (including summer) the facility is occupied by one or more tenants excluding the house director.** The self-tests are to include fire drill, emergency lighting and smoke detector tests. The self-tests are to be completed and documented by the deadlines provided by EH&S.
5. Fall Inspection: A comprehensive inspection shall be completed for each facility. The organization shall schedule appointments per the deadlines posted by EH&S.
6. Spring Inspection: A spring inspection will be conducted for chapters that did not receive a level 1 score for the fall inspection. The organization shall schedule appointments per the deadlines posted by EH&S.
7. Summer Inspection: If a chapter house is occupied by one or more tenants excluding the house director during the summer, a regular fire inspection must be conducted. However, there will not be an additional preoccupancy inspection prior to the fall semester. The organization shall schedule appointments per the deadlines posted by EH&S.

8. Preoccupancy Inspection: If a chapter house is closed to all tenants excluding the house director during the summer, a pre-occupancy inspection shall be conducted. This inspection should take place between May and July (preoccupancy inspections may take place after the house is vacated following spring semester). House Directors have the option to schedule the preoccupancy inspection prior to leaving for the summer so that the summer may be used for any corrective actions needed. A preoccupancy inspection must be completed prior to occupancy of the house.

Fire Inspection Evaluation Ratings

Each chapter will be evaluated using a point system, which will determine its fire safety status and applicable actions to be taken.

a.) Level 1 (0-49):

If all semester reports are turned in by the deadlines set forth by EH&S, the chapter house will be exempt from a spring semester inspection. The next inspection will be conducted during the summer semester or as a preoccupancy inspection.

b.) Level 2 (50-99 points):

- The chapter is required to have a spring inspection along with a preoccupancy or summer inspection.
- Chapters at a level 2 will be placed in a lottery for a scheduled re-inspection.

c.) Level 3 (100+ points):

- Chapters at this level automatically lose the privilege of hosting events (excluding meals and chapter meetings) in the facility until the violations are corrected and written documentation is submitted to EH&S confirming the corrective actions.
- The chapter is required to have a spring inspection along with a preoccupancy or summer inspection.
- All chapters at this level will automatically be re-inspected at a scheduled time.

For each level, if a chapter does not correct violations and submit written documentation of the same within thirty days after an inspection or receive permission to extend the deadline to have violation(s) corrected, the chapter will be considered “Not in Good Standing” (see appendix for definition of “not in good standing”).

Administrative

Emergency Management Plan

Each house corporation (or other authorized entity) shall develop and submit annually a written emergency management plan by July 1. This plan shall outline the protocol related to preparation for and response to emergencies that could occur involving the facility. Specific plan information must include: who is in charge during a crisis and their contact information; a secondary contact person and their contact information; the criteria by which the house corporation would elect to close the facility and relocate residents (including who makes the decision); and specific details of how this information will be communicated to tenants and the OSFA.

Conduct

Each house corporation (or other authorized entity) shall develop and publish a list of rules and expectations related to conduct of residents and guests at the chapter facility. These rules and expectations should be made available to all members of the organization as well as parents and guests upon request. The document should also outline the range of sanctions that may be imposed for violations as well as the process by which violations are adjudicated and by which sanctions are administered.

Lease agreements

Each house corporation (or other authorized entity) shall be responsible for maintaining lease agreements for each tenant residing in the facility. The lease agreement must require the tenant to remain an active member of the organization and an enrolled student at the University of Florida in order to maintain

residency within the facility. In addition, the agreement should contain language that allows the organization to terminate the lease in a timely manner should the tenant violate rules of the organization, become an inactive member, or no longer be enrolled at the University for the current semester.

Appendix

Definitions

1. Litter: Small, generally lightweight items of trash, wastepaper, or garbage lying scattered about (indoors or outdoors).
2. Household Garbage: mixtures of incidental small waste materials, typically including leftover food, paper products, packaging, diapers, used clothing, small toys, knick-knacks, and other solid waste items typically weighing less than 25 pounds.
3. Bulky items: furniture, appliances and other items typically weighing over 25 pounds
4. Rubbish: generally, individual large items of dry waste, carpeting, large appliances, wood, old bicycles or large toys, crates, large boxes and pallets.
5. Construction/Demolition Debris: generally, items and mixtures of waste dry construction materials, including concrete, wood, wire, tile, plumbing and electrical fixtures, carpeting, roofing materials, glass and metal.
6. Yard Waste: generally, vegetative waste including raked leaves, old mulch material, grass clippings, bush and tree trimmings, leaves and palm fronds, broken branches and fallen trees.
7. Hazardous Waste: generally, dangerous waste materials including pesticides, poisonous, caustic or corrosive chemicals (including many solvents and cleaning materials, oil-based paints, and electrical devices containing heavy metals), radioactive materials, and infectious medical waste.
8. Not in Good Standing: A chapter considered “Not In Good Standing” may be subject to (but not limited to) the following sanctions:
 - no social activities (on or off campus)
 - no participation in intramurals
 - no participation in other sorority or fraternity related social events
 - no block seating
 - no exchange dinners