University of Florida Chapter Facility Policy

Overview
The University of Florida is committed to providing an aesthetically pleasing environment for its community. It is critical that the Greek residential environment is consistent with the expectations for the entire university community.

University Expectations
1. All Greek chapter houses are required to abide by the University of Florida Chapter Facility Policy.
2. Each chapter’s House Corporation will select a representative to be responsible for coordinating the maintenance of its facility. The name and contact information must be filed in the Dean of Students Office and updated by September 15 of each year.
3. If an individual is not identified, the chapter will be considered “Not In Good Standing” according to the Dean of Students Office (definition below).

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, small entertainment devices and appliances, and other solid waste items typically weighing less than 25 pounds.
3. Rubbish: generally individual large items of dry waste, typically including furniture, carpeting, large appliances, wood, old bicycles or large toys, crates, large boxes and pallets.
5. Yard Waste: generally vegetative waste including raked leaves, old mulch material, grass clippings, bush and tree trimmings, broken branches and fallen trees.
6. 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.
7. 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 vote in governing council
   - no participation in Greek related events [including, but not limited to, other Greek sponsored philanthropies]
   - no block seating
   - no council officers

Equal Opportunity / Affirmative Action Institution
- no exchange dinners
- no chapter philanthropic activities

**EXTERIOR MAINTENANCE**

**Property Use**

1. All properties, rented or owned, must be used only for University of Florida student residential purposes. Except for the House Director, all residents of any fraternity or sorority facility must be full-time degree-seeking University of Florida students.
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 Office of Environmental Health and Safety. No work may be commenced until all permits have been obtained.
3. No illegal, obnoxious or offensive trade or activity shall occur on any lot, nor shall anything be done thereon which may be or become an annoyance or nuisance to the community.
4. No trailer, tent, shack, garage, barn or other outbuildings erected on these properties may be used for human habitation, temporarily or permanently, nor shall any structure of a temporary character be used for human habitation.
5. No animals, livestock or poultry of any kind shall be kept or maintained on any part of the property unless approved in writing by the House Corporation or property owner. The House Corporation’s or property owner’s approval must be filed with the Dean of Students Office and must specify the animal(s) approved and the house resident responsible for each animal. House Corporations and property owners may approve only small, domesticated animals that are housetrained or caged.

**Trash**

1. All houses will pre-arrange to have and pay for such refuse containers and refuse collection services as may be required to meet their anticipated waste disposal needs, for routine operations and special events, programs or projects.
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. The Interfraternity Council will provide and pay for large dumpsters the first two weeks of Fall semester and the last two weeks of Spring semester to assist the community with disposing of large items.
4. On-campus sites will comply with University rules and guidance with respect to disposal procedures. Off-campus sites will comply with comparable City/County rules and guidance. [All agencies implement the same basic Federal/State/Local regulatory requirements and have similar procedures and requirements.]
5. In the interests of economy and resource conservation, all houses will, as a minimum, arrange for the separation and recycling of paper products, old corrugated cartons, used beverage containers, and rechargeable batteries.
6. All litter and household garbage will be bagged prior to disposal to minimize odors, spills, and insect or animal problems.
7. Kitchen and food service waste will be promptly collected and removed from the House for disposal following each meal.
8. Incidental household garbage and litter will be collected and removed from the House and grounds for disposal on a daily basis.

9. Each house will arrange for consolidating and properly disposing of Rubbish, Yard Waste, Construction Debris, and Hazardous Waste on an as-needed basis, but on no account will materials be allowed to accumulate inside or outside the House unless appropriately consolidated and containerized pending final disposal.

10. 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 may occur and odor and insect problems will be treated as needed. Garbage cans and dumpsters will be kept covered/closed to reduce odor/insect/animal problems.

Grounds

1. Each chapter is responsible for the maintaining its grounds based on the following 12-month timeline.

<table>
<thead>
<tr>
<th>Maintenance Task</th>
<th>Frequency</th>
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<tbody>
<tr>
<td>Mow, Trim and Edge Grass</td>
<td>36 Weekly during growing season (April – Nov.); as required fall through early Spring</td>
</tr>
<tr>
<td>Edge Grass Areas/Plant Beds</td>
<td>12 Monthly</td>
</tr>
<tr>
<td>Prune Shrubs/Trees</td>
<td>1 Winter</td>
</tr>
<tr>
<td>Hand Weed Plant Beds</td>
<td>8 Monthly during growing season (April – Nov.)</td>
</tr>
<tr>
<td>Herbicide Application</td>
<td>3 Early and late Spring</td>
</tr>
<tr>
<td>Insecticide Application</td>
<td>3 Early and late Spring</td>
</tr>
<tr>
<td>Fertilize Plant Beds</td>
<td>3 Early and late Spring</td>
</tr>
<tr>
<td>Mulch Plant Beds</td>
<td>1 Spring</td>
</tr>
</tbody>
</table>

2. Chapter houses may not alter the grounds in any fashion without the proper approval from the Dean of Student Office (i.e., digging, planting, etc.).

3. The chapter must remove any trees that are determined to be hazardous immediately upon notification.

Building

1. A chapter is responsible for short-term (i.e., broken windows, graffiti) and long-term (i.e., pressure washing, painting) cosmetic repairs.

2. The university will assist chapters in the research and development of companies for construction, painting and other major maintenance and improvement projects.

3. Chapters may consult with staff from the Department of Housing and Residence Life to assist in the development of economical plans of corrective action and expertise to bid projects for Greek houses.

Pest Control

General household pest control to include routine preventative maintenance for roaches, ants, and rodents on a periodic basis is required. Emphasis is placed on inspection, prevention, exclusion, and sanitation. Types of treatment will integrate non-chemical methods with baits and residual treatments. Termite control is not covered except to the extent outdoor pest control may be required to effectively control indoor pests.

Inspection Process
1. It shall be the duty of each chapter at all times to keep and maintain the improvements and landscaping and general property in good and presentable condition. The University reserves the right to require corrective action to correct any exterior maintenance problem for any chapter property in the event the chapter fails to correct the problem by the chapter at the cost of the chapter. This care and maintenance extends to but is not limited to: paint, repair, replace and care for roofs, gutters, downspouts and exterior building surfaces, clean or resurface paved access ways and parking areas, trim and care for trees, shrubs, grass, walks, swales, berms and other landscaping and drainage improvements, as well as to provide general cleanup, and removal of debris which in the opinion of the University detracts from the overall appearance of the University.

2. Each chapter is evaluated using a two pronged inspection process in order to provide consistent clear feedback on a regular basis.
   - **Annual Comprehensive Inspection**: Representatives from Physical Plant and DSO will conduct a comprehensive exterior inspection each May. Facilities will be evaluated on overall external appearance in the following categories: trash, grounds and building. Each chapter will receive a comprehensive report based on this inspection. The report will include, if applicable, an outline of the University’s expectations regarding any corrections that need to be made as well as a timeline in which said corrections must be completed. The inspections will be announced (date & time); however, PPD and DSO will not coordinate the inspections to include a member of the chapter. Representatives from the House Corporation and the active membership are welcome to attend. PPD will write a report, submit it to the chapter, and copy the DSO/Greek Life staff. The House Corporation will have the opportunity to meet with inspectors to discuss the evaluation when they deem it necessary.
   - **Routine Inspections**: Representatives from PPD and DSO will conduct monthly routine inspections to evaluate overall appearance. Each chapter will receive expectation directives if something does not meet standards. The chapter will receive a notice within 24-48 hours of the inspection and will be expected to correct any violation by the designated deadline. The deadline will be determined by the extensiveness of the project. PPD and DSO will use their judgment to determine a reasonable time frame for correction. A chapter may petition to extend the deadline for corrective action if necessary.

**Compliance**
1. A chapter may participate in a group contract with other Greek houses that is facilitated through the university by an outside contractor. This option may result in a larger savings to the chapter.
2. A chapter may elect to identify its own outside contractor to maintain the property.
3. A chapter may choose to maintain the facility on its own.
4. Each chapter has to submit a form to the Dean of Students Office identifying its method of upkeep along with all appropriate contact information by September 15 of each year.

**Failure to Uphold Standards**
1. Chapters receive one notice from the DSO to correct identified problems. As previously stated, the deadline for corrective action is at the discretion of the inspectors depending on the nature of the violation.

2. If corrective action is not taken within the specified deadline, the identified maintenance issue will be corrected by a contractor of the University’s choice at the expense of the chapter. The House Corporation will be billed and expected to pay the contractor in a timely fashion as decreed by the contractor.

3. In the event the chapter fails to pay the contractor by the due date, the chapter will be placed “Not In Good Standing” according to the “Not in Good Standing Policy.”

**UTILITY & SERVICE BILLING**

Customers must pay for all utilities or services in a timely manner. Bills are considered delinquent if unpaid 20 days after the invoice date.

**Compliance**

1. All utility and service bills must be paid by the invoice due date.

**Failure to Uphold Standards**

1. Bills are considered delinquent if unpaid 20 days after the invoice date.

2. In the event the chapter fails to pay the university after the 20-day grace period, the chapter will be considered “Not In Good Standing” according to the “Not in Good Standing Policy.”

**FIRE SAFETY**

1. **Fire Extinguishers**: Each extinguisher will be inspected monthly to insure that it is present, charged, and ready in case of a fire. Each fire extinguisher will receive a thorough inspection each year and be certified to have passed inspection and meet code requirements of the NFPA and State Fire Marshall. Each extinguisher will be properly tagged and the inspection tag will serve as proper receipt for monthly and annual inspections. EH&S will also provide routine periodic maintenance services to recharge, hydro test, and repair extinguishers as need as part of this agreement. In the event equipment fails periodic testing, it will be replaced at no additional charge under this agreement. This service agreement does not cover malicious discharge or replacement due to theft. In the event of theft or malice, discharge EH&S will bill in accordance with its established price schedule. Fixed fire extinguishing systems may also be inspected semi-annually under this policy. 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. The Florida Uniform Building Code requires that licensed authorities perform the inspections at specified intervals (monthly for portable fire extinguishers and fixed systems). If the fraternity or sorority does not contract through the University for these services, they shall require the licensed fire equipment supplier providing the service to submit a monthly summary of the inspection findings directly to Environmental Health and Safety. A standard report form for use by these outside contractors is available from EH&S.

2. **Fire Inspections**: A comprehensive inspection of all fraternities and sororities will be conducted on a semester basis. In addition, a pre-occupancy inspection will be
conducted prior to the beginning of the fall semester. 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 on an as-needed basis. A written report of findings will be submitted to the fraternity or sorority following each inspection. The original inspection report will be directed to the current Fire Safety Coordinator of the Greek organization with copies to the house corporation. The fraternity or sorority Fire Safety Coordinator shall notify Environmental Health and Safety of the date of correction of all listed violations in writing within time limit specified by EH&S. Each fraternity and sorority is required to complete a series of self-tests each semester they are in residence. The self-tests are to include fire drill, emergency lighting and smoke detector.

3. Inspection Process:
   Fall Inspection: A comprehensive inspection shall be completed for each house within the UF Greek system. House Directors, Fire Safety Coordinators, House Managers, or Chapter Presidents shall schedule appointments per the deadlines posted on the Environmental Health and Safety (EH&S) website. In addition, the three (3) semester reports are due by the set deadlines posted on the EH&S website.
   Spring Inspection: A spring inspection will take place for chapters that place in the level 3 and level 4 fire safety point system categories. Eight level three chapter houses will be reinspected based on a lottery system. All level four chapter houses will be automatically reinspected.
   Preoccupancy Inspection: These inspections can take place between May – July. Preoccupancy inspections can take place at anytime after the house is vacated. House Directors, Fire Safety Coordinators, House Managers, or Chapter Presidents should have the option to schedule the preoccupancy inspection prior to leaving for the summer since most chapters may need the summer to take corrective action. If a chapter house is open during the summer, a regular fire inspection will be conducted. However, there will not be an additional preoccupancy inspection prior to the fall semester.

Compliance
1. Abide by established inspection deadlines.
2. Submit all reports by established deadlines.
3. Correct all violations by established deadlines.

Failure to Uphold Standards
Each chapter will be rated on a point system, which will determine its fire safety status.

Level 1 (0-49):
- Chapter is in good standing.
- If all semester reports are turned in by the deadlines set forth by EH&S, the chapter house will not be required to have a spring semester inspection or a summer preoccupancy inspection. The next inspection will be conducted during the fall
semester contingent on the chapter completing and submitting all semester reports on time.

**Level 2 (50-99 points):**
- If a chapter does not correct violations in 30 days after an inspection or receive permission to extend the deadline to have all violations corrected, the chapter will not be able to participate in intramurals.
- If a chapter corrects their violations and submits all semester reports by the set deadlines, the chapter house will not be inspected spring semester.
- The chapter is still required to have a preoccupancy inspection that is scheduled between May – July.

**Level 3 (100-149 points):**
- If a chapter does not turn in a report verifying that all violations were corrected 30 days after an inspection, the following sanctions will be implemented:
  1. No socials events in the house
  2. No block seating
  3. Mandatory fire safety program for 90% of chapter membership.
     (A chapter can request an extension depending on the costs and time extensiveness of repairs. Potential extensions will be discussed during the inspection)
- Each chapter in this category has the chance of being reinspected via a lottery.

**Level 4 (150 points and higher):**
- Chapters at this level automatically lose the privilege of having social events in the facility. Chapter meetings and meals are the only events allowed to occur.
- If a chapter does not correct violations in 30 days after an inspection or receive permission to extend the deadline to have all violations corrected, the following additional sanctions will be implemented:
  1. Fire Watch or Vacate House
     Should the house not correct violations or submit a plan of action that is approved by EH&S within the 30-day time limit, the chapter will be required to hire an outside contractor during the hours of 11:00 pm until 7:00 am, until all violations have been corrected and written response received in the Office of Environmental Health & Safety.
  2. No Intramurals
  3. No Block seating
  4. Mandatory fire safety program for 90% of chapter membership.
- Each chapter in this category will receive an automatic reinspection.