

# PHASE 1 HOUSING CHECKLIST



How did your house fare closing in the Spring? Don't make the jump to Fall move-in until you've fully considered every aspect of your closing procedures—where applicable.

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## COMMUNICATION

- Communicate with parents & members on any outstanding items from Spring closure
- Communicate with parents, members, and alumnae early stages expectations of Fall reopening [template provided in Toolkit]
- Maintain open communication with university & community partners

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## FINANCIALS

- Review end of year cashflow & outstanding refunds (if provided)
- Prepare budget scenarios for potential changes to revenue/occupancy [template provided in Toolkit]
- Revisit any planned CAPEX projects and assess if timeline(s) need to be adjusted
- Revisit vendor contracts and negotiate any adjustments for upcoming year

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## OPERATIONS

- Coordinate any remaining move-out of residents' items
- Review leasing language for upcoming year and follow up with those still outstanding
- Address updated closing and cleaning standards with staff and/or vendors
- Reassess ongoing summer services (utilities, telecom, lawn, security, etc.) if scaling back is necessary to limit foot traffic in the house and conserve funding
- Conduct inventory of all furniture, equipment, and supplies
- Review supply chain of vendors for foreseen needs for next year (specifically sanitization and any PPE (Personal Protective Equipment)) **NOTE** *The Sigma Delta Tau Capital Corporation can connect you with our national partner, CSL Management, if you need sourcing assistance.*

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## STAFFING

- Communicate any new closing and summer maintenance expectations with onsite staff
- Reassess need levels for certain staff if minimizing summer operations (housekeeping frequency, kitchen staff, etc.)
- Initiate conversations with in-house staff on expected safety and health expectations
- Review any expiring staff contracts and determine what change are needed (if any)

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## COMPLIANCE

- Begin looking at your occupancy configuration and distancing capabilities
- Review policies for in/out of house members (visitation, event/meetings, cancellations, etc.)