

TO DELIVER
peace of mind

CLOSURE AS A RESULT OF CORNAVIRUS/COVID-19

WILL YOUR PROPERTY BE EMPTY? HERE IS WHAT YOU NEED TO KNOW.

Many colleges and universities have made the decision to move to virtual platforms for classes which will result in most of the students returning to their homes. Empty properties are at a much higher risk to experience a significant loss. If you are temporarily closing your property due to your chapter's host institution's actions, **this checklist can help you prepare for a temporary closure due to COVID-19.**

SECURITY

At the time the tenants are notified of an eviction consider:

- Set expectations with the tenants regarding conduct, lease, financial responsibilities, and damages
- Notify campus police or your local police department. They may be willing to drive by regularly. An increased police presence can deter trespassers.
- Ensure representatives are present at the time of check-out to prevent, deter, and document any damages
 - If you have a monitored security system, ensure it is working properly and armed
 - Change entry codes and limit access to no more than 2 house corporation representatives or other trusted oversight
 - Notify your property manage company

After the tenants have vacated the property:

- Inspect all rooms and ensure windows are locked/secured
- Secure chapter facility and lock all valuables
- Limit property access to key personnel, change locks, change entry/security codes
- Contact the local police department or campus security to check on the chapter house periodically
- Check security/safety lighting. Consider a time to control lighting.
- Install a monitoring system that will notify police of unauthorized entry. Cameras are recommended, but not required.
- Appoint/hire a Caretaker/Property Manager to complete inspections:
 - Daily walkthroughs, but at a minimum 2-3 times a week to check for any potential maintenance issues or damage

- Ensure heat is maintained in winter, a/c in summer
- Ensure premise is secure
- Remove any snow, ice or debris which may create hazards

MAINTENANCE

- Complete routine maintenance on furnace/boiler
HVAC Contractor:
Date Completed:
- Thoroughly clean the chapter house
- Remove all perishable food
- Lock and inspect all windows and repair all broken glass
- Ensure all exterior doors are well insulated and that they close and latch completely
- Inspect the hot water heater and exposed water lines and drain pipes for slow leaks
- Attach and secure downspouts with extension from foundation to prevent water damage, ensuring that they fully displace water away from foundation and other walking areas without draining on the driveway, sidewalks, or patios
- Clean gutters and downspouts to ensure proper roof drainage

FIRE

- Ensure all unnecessary appliances are unplugged and not in use
- Fire Suppression System should be maintained and operational. Confirm that all these systems are tagged, maintained, and inspected annually.
- Confirm that heat registers are unobstructed and combustible materials are safely stored: away from, and not in the same room as the hot water heater and HVAC Systems
- Clean the exterior of chapter house, removing any yard debris or materials that could be used to start a fire. Debris can provide an opportunity for an arsonist.
- Service and clean fireplace and chimney and check for defects or debris

WINTER/SUMMER

- Ensure heat is on and thermostat is set at or above 60 degrees during winters months
- Consider daily walkthroughs during periods of cold where risk of freezing pipes and water damage increases
- Drain water lines in lawn sprinkler system where appropriate
- In extreme cold weather, open indoor faucets slightly to allow water to trickle as moving water does not freeze as easily
- Leave the doors to cabinets that contain water lines open to allow heat to circulate efficiently
- During summer months, maintain the internal temperature to reduce humidity and the chance for mold growth

WATER

- Turn off water and drain unnecessary water systems if possible



- Walk through the property after large storms to confirm there is no water damage
- Consider water alarm monitoring system such as Pipeburst Pro

CARETAKER/PROPERTY MANAGER CHECKLIST

- Provide the Caretaker with a Master Key
- Alumnae/Alumni House Corporation Contact
 - Name:
 - Telephone #:
- Emergency Response Contact
 - Name:
 - Telephone #:
- Emergency Repair Company Options
 - Service Master: 888.927.4877 | www.servicemasterdsi.com (water, fire, mold remediation)

IF YOU THINK THAT YOU MAY HAVE A CLAIM, PLEASE CONTACT HOLMES MURPHY:

Holmes Murphy Contact: MK Mashek at mmashek@holmesmurphy.com | 800.736.4327 ext. 5500

After Hours Contact: Rob Meraz 800.736.4327 ext. 4189

Via the Web: www.holmesmurphyfraternal.com

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