

House Manager 101 for FSILG Undergraduates

In this two-day course students will learn the basics of property management tailored to the needs of FSILGs. An optional tutorial on the third day will include maintenance and repair activities on real equipment at Department of Facilities shops in E19. We hope to have one or two members from each FSILG attend. The course will be overseen by Peter L. Cooper of MIT's Department of Facilities, and Frank Council of the FSILG Office. Frank is a member of Lambda Chi Alpha; Peter is Director of MIT Utilities and an active member of the Phi Beta Epsilon Alumni Corporation.

The course deals with the building systems and equipment typical of a chapter house - such as plumbing, electrical, gas, oil and steam heating and hot water, fire alarm, egress lighting and signage, sprinklers, kitchen and laundry equipment, telephone, data, security systems, roofs, windows, doors, locks, etc. Coverage of each system will include:

- System configuration and operation
- Common failures/emergencies and responses
- Routine maintenance
- Regulatory code required maintenance
- What work can be performed by students and what by professionals
- How to hire a contractor
- How to use the FSILG Office and the FSILG Cooperative, Inc.

Additionally the course will cover inspections and maintenance for regulatory compliance or seasonal changes and general maintenance. Short visits by Boston and Cambridge building and fire inspectors will be included. A partial list follows.

Life Safety:

- Fire alarm and system smoke detectors
- Non-system smoke detectors
- Exit signs
- Emergency lighting
- Clear egress paths
- Sprinklers
- Kitchen hoods
- Ansul fire suppression
- Fire extinguishers
- Fire escapes (structural)
- Proper storage

Seasonal and general:

- Freeze protection
- Roofs and roof drains
- Gutters and downspouts
- Yard
- Trash and recycling
- Grease and oil

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Health Department:

- Kitchen cleanliness
- Grease traps
- Food storage
- Refrigeration

The optional third day includes a practical demonstration of repairs and maintenance skills in the shops of Department of Facilities. Demonstrations will include:

- Toilet unclogging
- Toilet flushing mechanism (float and Sloan)
- Faucet repair
- Window glazing
- Plaster repair
- Tile repair

There will be multiple instructors/experts in the subject areas from MIT Department of Facilities, Information Services and Technology, Environmental Health and Safety, contractors and Alumni. Along with their technical presentations, IS&T and EHS will cover how FSILGs can access the services of these MIT departments.

Course materials will be collected and organized in a notebook suitable for continued reference at the chapter house. This course is being planned with the FSILG Office and will compliment the programs they have and are continuing to develop in support of house managers. We intentionally are excluding at this time higher level issues of interest to alumni corporate boards like deferred maintenance, capital planning, renewal projects, etc.

Dates and Times:

House Manager 101 Main Course: Wednesday and Thursday, the 19th and 20th of January 2005 in Room 3-370. Both days will begin at 9:30am and conclude at 2pm, and will include a break for lunch (provided free by the AILG).

Practical Tutorial: Friday, January 21st 9:30am – noon, Facilities shops on first floor of E19, lunch at Stata Center – room 32-124

Registration:

Open to all MIT undergraduate students, alumni/ae, and Resident Advisors associated with the FSILG system. Students should register by December 10, 2004 with Frank Council of the FSILG Office (fcouncil@mit.edu or 617.258.9762).

Credits: Organized by the Association of Independent Living Groups (AILG) and sponsored by (i) Department of Facilities, (ii) Alumni Association, (iii) Office of the Dean for Student Life.