



Document # SP-BB-003	Title: DSP-BB Move-out SOP	Print Date: [Date]
Revision # 1.0	Prepared By: Greg Speno and Don McDaniel	Date Prepared: 7/25/2014
Effective Date:	Approved By: Dom Faust Active Chapter President	Date Approved:
	Approved By: Brian Brooks ACB Treasurer	Date Approved:
	Approved By: Charlie Maitz Chapter Advisor	Date Approved:
	Approved By: Karl Adrian ACB President	Date Approved:

Policy: This Procedure shall be followed to ensure the fraternity house is left in an acceptable condition of cleanliness during move-out after the Spring Semester and those regulations for what may be left in the house during the period from Fall Semester commencement to Spring Semester opening.

Purpose: This procedure documents lessons learned during prior move-out periods and shall be used for all future move-out periods, both fall and spring semesters.

Scope: This procedure shall apply to every fraternity member living in house.

Ownership: The Alumni Corporation Board President owns this procedure.

Responsibilities:

The Active Chapter President shall be responsible for compiling a list of current members expected to move out of the house at the close of each semester and providing that list to the President, Treasurer and Chapter Advisor of the Alumni Corporation Board.

The Active Chapter House Manager shall be responsible for ensuring members follow this procedure. He shall also be responsible for ensuring the cleanliness of common areas.

The Chapter Advisor shall be responsible for approving and arranging room inspections for members checking out at nonstandard times as approved in writing by the Active Chapter President and Treasurer.

The Alumni Corporation Board President shall be responsible for setting the policy regarding move-out for the fraternity house, subject to board approval.



Alumni Corporation Board members, other active alumni, the Chapter Advisor, the House Director or E-Board Officials shall be responsible for monitoring each member's move-out, ensuring that all members moving out have followed the procedures herein.

- Definitions:**
1. ACB means Alumni Corporation Board.
 2. Fraternity House means 805 Richmond Avenue, Columbia, MO.

Procedure:

A. PREPARE LIST OF NON-RETURNING MEMBERS

1. The Active Chapter President shall provide a list of non-returning members to the President, Treasurer and Chapter Advisor of the Alumni Corporation Board two weeks prior to the close of each semester.

B. SPRING SEMESTER CLOSING:

1. Brothers who have finished finals and will be moving out Monday, Tuesday or Wednesday prior to commencement shall contact the Chapter Advisor, the House Director, or an E-Board Officer to schedule an inspection and check-out, to occur between 10:00 AM and 3:00PM, at least three days prior to the day they are leaving. If they wish to leave at a time not covered in paragraph 1 or 2, they need to contact the Active Chapter President and Treasurer to make an arrangement, in writing, for an alternate inspection and check-out.
2. Brothers who will be leaving Thursday or Friday of commencement week shall meet with an alumnus, ACB member or E-Board member to check-out. There will be a table set up in the dining room to facilitate the check-out process. All brothers are expected to be moved out of the Fraternity House by Friday at 8:00PM. No exceptions will be made.
3. All brothers shall Clean their portion of the room prior to inspection. This means all unwanted items shall be deposited in the dumpster provided outside the house. If you have unwanted serviceable clothing or other goods, please leave them on your bed and the ACB Treasurer will see that those items go to Goodwill or another charitable organization.
4. The definition of Clean to avoid a cleaning assessment is:
Prior to check-out:
 - 4.1. All personal items shall be removed from the Fraternity House, including:
 - 4.1.1. Clothing and hangers
 - 4.1.2. Books
 - 4.1.3. Electronics
 - 4.1.4. Personal storage containers
 - 4.1.5. Refrigerators



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- 4.1.6. Food and drink
 - 4.1.7. Medications
 - 4.1.8. Any other items brought to the room for use of the brother
 - 4.2. All brothers shall vacuum or wash, as required, the following locations in their rooms:
 - 4.2.1. Dresser Drawers
 - 4.2.2. Closet shelves and floors
 - 4.2.3. Beneath the mattress on their bed.
 5. If a member fails to Clean the room or fails to check-out, he will be assessed a \$75 cleaning charge to cover the cost of disposing of trash and other unwanted materials.
 6. The Active Chapter House Manager shall examine common areas on a daily basis during checkout week to ensure they are clean. He shall also be responsible to ensure all receptacles in the Fraternity House provided for unwanted items be emptied into the dumpster outside the Fraternity House as required.
 7. After a member's room has been checked, he shall free to leave. Have a safe and enjoyable vacation!

C. FALL SEMESTER CLOSING:

1. All brothers shall have left the Fraternity House by 8:00PM the day that the Fall Semester ends.
2. All brothers shall contact the Chapter Advisor, the House Director, or an E-Board Officer to arrange to leave the Fraternity House.
3. Steps 3 through 7 shall be followed as listed above for the Spring Semester Fraternity House closing with the following exception:
 - 3.1. Refrigerators may be left in the room under the following conditions: they must be completely emptied; they must be thoroughly cleaned with a disinfectant provided by the house director; the refrigerator must be unplugged with the door left open; the floor under and around the refrigerator must be thoroughly cleaned; the owning member's name must be affixed to the refrigerator.

D. AFTER ACTION REPORT:

1. Within one week of the close of each move-out, the Alumni Board President and Treasurer, the Chapter Advisor and all move-out monitors shall engage in a teleconference. During that teleconference, a written log of lessons learned during the move-out shall be created and used to further improve this process.
2. The members defined in D.1 shall publish the After Action Report within 30 days of the move-out.



EFFECTIVENESS CRITERIA:

- All members moving out of the Fraternity House have followed this procedure.
- No members shall have moved out of the Fraternity House prior to or subsequent to the official move-out period, without express written permission from The Alumni Corporation Board President and Treasurer.

REVISION HISTORY:

Revision	Date	Description of changes	Requested By
0.0	[Date]	Initial Release	



SCHEDULE: