

## **FSL Inspection Expectations**

Fall 2025-Spring 2026

- Inspections will take place weekly between a scheduled timeframe.
  - Mondays from 3:00-3:30 PM for the fraternities
  - Mondays from 3:30-4:00 PM for the sororities
- Fraternities will receive a weekly inspection report via email within 24 hours of the inspection.
- Sororities will receive an inspection report within 24 hours of the inspection if anything needed to be addressed. If everything was fine you will not receive an email.
- If your inspection report contains action items, those must be addressed and fixed within 24 hours. If items are not properly taken care of, the CSI office has the right to cancel upcoming events.
- The CSI office holds the right to cancel events if the cottage or lodge is left in an unacceptable state.
- A member of the fraternity or sorority **must** be present at every inspection. If a member from the organization cannot make the inspection, that must be communicated to Karrie Kapsak (Aden Smigel during the Fall 25 semester) via email.
- The members present at the inspections should come prepared with a list of work orders/tickets that need to be submitted or questions they have about the lodge or cottage.
- Karrie Kapsak, Associate Director for Student Centers and Operations, from CSI and Matt Jordan, Team Leader, from facilities will be present at each inspection. Aden Smigel will be standing in for Karrie during the Fall 25 semester.
- If an inspection needs to be moved or cancelled for any reason Karrie Kapsak (Aden Smigel during the Fall 25 semester) will send all House Managers a notification via email.
- All cottages and lodges are subject to unannounced inspections throughout the duration of the semester if there is significant reason for us to believe you are in breach of your lease agreement and the rules outlined in the Exhibits.
- Please refer to the [FSL Housing Status Information](#) for more information regarding disciplinary procedures when expectations are not met.