

## **Lodge and Cottage Closing Information**

The following is a comprehensive listing of a closing checklist as we prepare for Winter Break.

### ***Cottage and Lodge Facilities***

- No one is allowed to reside in the lodge or cottage at any time throughout the winter break.
- Do not leave/store any personal belongings in the cottage or lodge during break. The University insurance does not cover any personal contents within the building.
- Do not store furniture outside the lodge or cottage.
- The surrounding grounds should be clean, and the facility locked (doors and windows) prior to leaving. Painting, maintenance repairs, etc. will be conducted during the break.
- All trash must be removed from all trashcans. All debris must be clean up and discarded from the grounds, behind decks, between lodges/cottages etc.
- All food needs to be removed from the facility, there should not be any food in the fridge, cabinets, or in any other part of the facility.
- All thermostats are to be turned to 60 degrees for the winter to help reduce energy costs.

### ***Cottage Specific***

- If the cottage is **not** completely cleaned upon the closing inspection day, **Friday, December 12<sup>th</sup> 2025**, the sorority will be put on a social probation status, resulting in **not** be able to host any events. If this occurs, then special arrangements will be made to appropriately clean the cottage during this time and the sorority will be charged.
- Cleaning requirements
  - Inside Cottage
    - Baseboards clean from grit and accumulated dirt
    - Mop buckets are emptied
    - Floors cleaned with cleaning agent
    - Kitchen sinks are cleaned
    - Bathroom sinks are cleaned
    - Toilets are cleaned
    - Mirrors are cleaned
    - Refrigerator and freezer are clean
    - Utensils are cleaned and stored properly
    - All cupboard doors are closing correctly
    - Closets must be clean and able to walk through
    - Must have a clear, unobstructed path to hot water heater and electrical panel
    - No wet cleaning supplies or standing water in any container
- Report
  - If there are any issues with your cottage, please email CSI a list, some examples may be:
    - Broken windows
    - Broken door and window locks
    - Split door frames
    - Leaking/clogged gutters
    - Electrical malfunctions
    - Water leaks
    - Etc.

### ***Lodge Specific***

- If your lodge is getting new flooring (you will have an email from me letting you know), then all couches/ chairs/ tables in that room should be moved to a room not getting new floors.
- All broken furniture, moldy couches & chairs etc. that needs to be discarded, place at the dumpster, on the side (so that the dumpster truck can access) and a pickup will be coordinated.
- The locks on every lodge will be plugged to secure the facility immediately after the final inspection.

- If the lodge is **not** completely cleaned upon the agreed closing inspection day, **Friday, December 12<sup>th</sup>, 2025**, the fraternity will be put on a social probation status, resulting in **not** being able to host any events. If this occurs, then special arrangements will be made to appropriately clean the lodge during this time and the fraternity will be charged.
- Trashcans should be left upside down in the back yard of the lodge.
- Backyards need to be completely cleaned. Everything should be placed inside, in a shed, locked up and placed against the back of the lodge or discarded.
- Cleaning requirements
  - Outside area including decks, patios, and porches
    - Dispose of all trash
    - Sweeping of all leaves from sidewalks
    - Proper storage of all watering hoses
    - Remove and dispose of all trash under deck
    - Secure propane tanks with locked chains
    - Empty and turn trash cans upside down
    - Remove all paint cans from premises
    - Sweeping of all cobwebs and debris
  - Inside Lodge
    - Baseboards clean from grit and accumulated dirt
    - Walls cleaned from splattered dirt, no paint
    - Mop buckets are emptied
    - Floors cleaned with cleaning agent
    - Kitchen sinks are cleaned
    - Bathroom sinks are cleaned
    - Toilets are cleaned
    - Mirrors are cleaned
    - Refrigerator and freezer are clean
    - Utensils are cleaned and stored properly
    - All cupboard doors are closing correctly
    - Closets must be clean and able to walk through
    - Must have a clear, unobstructed path to hot water heater and electrical panel
    - No wet cleaning supplies or standing water in any container
- Report
  - If there are any issues with your lodge, please email CSI a list, some examples may be:
    - Broken windows
    - Broken door and window locks
    - Unsafe decking
    - Split door frames
    - Leaking/clogged gutters
    - Electrical malfunctions
    - Water leaks

**Your house manager or another leader in your organization needs to be present for the final Monday inspection on Monday, December 8<sup>th</sup> between 3:00-4:00 PM. Lodges will be inspected from 3:00-2:30 PM and cottages will be inspected from 3:30 PM-4:00 PM. All Cottages and Lodges will have access turned off on Friday, December 12<sup>th</sup>.**