

# SSF House Manager: House Opening Tasks Checklist

- Say Hi to your DSA. Get your house key. 😊
- You will be given a **Resident Binder**. You will be creating index tabs with the Resident Names on the tabs and will keep in your **Resident Binder** that you will be given at Training. **All forms have been updated and are available on the SSF website under “Student Forms”**. Make copies of all forms you will need for each resident at check in. Build their **“Check-In Packets”**. Once completed, you must keep all residents forms in your **Resident Binder**.
- Prepare each resident’s **“Check-In Packet”** with all required paperwork. **Reminder:** Residents may not receive their keys until the \$300 deposit is provided and they submit all required paperwork. Write them out a receipt for their deposit.
  - Make sure to plan about 30-minutes to go over all paperwork with them and give them a chance to complete everything BEFORE they physically start moving things in. **Newbies & Veteran Residents alike!**
    - Welcome Letter from the President/CEO
    - Welcome note from you. 😊
    - 2 House Info cards with completed info (for the resident & their parent/guardian) this should include, house address, office address, your contact info etc.
    - Liability, Acceptance, Pledge Form
    - Room Check In-Out Form
    - Food & Services Bill Agreement (**Needed by everyone unless they pay the full amount at check-in!**)
    - Roommate Contract (**Needed if first-time roomies!**)
    - Auto Registration Flyer
    - Food Preference/Allergies form
    - Date/Time of 1<sup>st</sup> House Meeting flyer (Quote the Handbook about House Meetings being mandatory.)
    - Copy of your updated House Constitution (the updated & approved by DSA version)
      - Remember they sign the constitution agreement at the end of the first House Meeting
- Vacuum the **entire** house and clear/wipe all air vents before residents arrive for check in. Please make cleaning the air vents a part of a work job and/or bathroom cleaning. Wipe down all blinds.
- Dust/wipe down all the furniture. (Even in bedrooms.)
- Pour a couple of “chugs” of bleach in each toilet, shower, sink and bathroom floor drain. Use *Draino* in the kitchen sinks as a preventative. Spray Clorox on to any mildew in the bathroom and wipe clean.
- Turn the a/c down and open all air vents in the ceiling to help move the air around and keep the humidity throughout the house level. Hang up some *Damp Rid* bags where necessary.
- Tape at least 1 dryer sheet on top of at least 1 fan blade in each room. When the fan is turned on, this will help neutralize odor and provide some “fresh smells”. Place an open box of baking soda in each closet and refrigerator if necessary.
- Check all house/room keys. Ensure that each resident will have one of each at check in. If you are missing keys, contact Maintenance for replacements. Have keys sorted & clearly labeled in your lockbox and ready for check in. *All Tally houses have lockboxes now – FSU password for FSU houses & FAMU password for FAMU houses.* Do not write house names on keys, but you may write (with a sharpie) “O” (for the outside key) and the room number on the bedroom key.
- Check all exit signs. Contact Maintenance if any are not working. Tape a reminder/flyer about locking doors on the inside of each door. Remove any old flyers with outdated information.
- Become familiar with the Fire system. Run a fire drill yourself, by yourself. Contact Maintenance if you need a walk-through.

- Make sure your name is on all house accounts: cable/internet, etc. prior to residents moving in! Contact your DSA if you have an issue with this – however, houses are responsible for their own accounts.
- Write a **“House Surplus”** check to the office. Then get your house’s current account balance from your DSA. Make a copy & provide that to your Treasurer.
- Designate a clear **“Message Board”** for your house. Create or update the **“Resident In/Out Board”**.
- Print a larger version of the above info card and post-up on your House Board. Include Director of Maintenance’s cell phone # in that for maintenance emergencies. Have the date/time of the first house meeting (create a flyer) & your cell phone # posted up. Dale: 352-246-6114 & Norman: 850-264-1615
- Post-up a few times you will be doing Wal-Mart runs and are willing to take residents without a car.
- Post up a copy of the House Constitution & updated Resident Handbook on the House Board. Make sure you read the updated handbook.
- Taping up some laminated index cards as reminders about cleaning up (in the kitchen, living room, etc.) Do not assume that new residents know automatically what they are doing. ;-)
- Goodie bags/welcome gift in each resident’s room. Label their rooms with their names beforehand. All houses – female AND male. **Do something to make them feel welcomed.**
- **Remember:** House Theme for door tags, house t-shirts, Fall Kick-Off Skit, & decorations including their welcome gift. Come up with something... Anything. ☺
- Have your SSF Alumni Wall of previous group photos ready. Let the DSA/Kayleigh know if you do not have previous photos & we can send them to you to print out/frame & hang up. **Label each frame with Semester & Year.**
- Have everything done by Newbie Move-In day so you can be fully devoted to them moving in!
- Already have each resident’s phone number in your phone so when they start calling to say they may be a little late you have all their contact info already in.
- Talk to other HM's so you have a fun social activity to invite the new residents to the day they move in.
- Upon moving in and receiving keys **EVERY** resident must pay the house at least \$300 towards the Food & Services Bill. The DSA is the only person who has the authority to give an extension. Check with the DSA if anyone says they have an extension.
- Also, a note on taking payments from your residents. In **NO** situation do you ever take a post-dated check from someone or hold someone’s check. Every resident must understand that when they submit a check, it will be deposited within a few days. **Which means you must deposit checks within 3 days of receiving them.**

#### Things to keep in mind regarding your 1<sup>st</sup> House Meeting Agenda:

- Set the bar high.
- Plan a rough draft for your first house meeting and finalize it after HM Training
- Ice-breakers!
- Go over Officers, Resident Handbook, & House Constitution
- Set the date for the remaining (mandatory) House Meetings & Fall Cleaning.
- Constitution agreement or have everyone sign a sheet stating they read/understand the Constitution.

**GOOD LUCK and remember your DSAs and all SSF staff are here to assist you in any way possible to ensure you & your residents have a great move in!**