

General Guidelines on Responsibilities

Category	College	Fraternity Chapter	Fraternity Responsibility
Building	Roof, Brick, Siding, Planned Renovations	Outside Decorations Flags and Banners	Collaborate on Planning, Funding, and Scope Use Approved Vendors
Infrastructure	HVAC, Mechanical Systems, Laundry	N/A	Collaborate on Planning, Funding, and Scope
Kitchen Equipment	Stove, Oven, Fryers, Refrigerator	Small Appliances, Mixers, Blenders, Toasters	Routine Care Notification of Failure
Audio/Visual	TV, Needs for Common Space	TVs, Entertainment, and other items in excess of generally provided	Assist in Budgeting Notification of Failure
Furnishings	Student Furniture Common Space Furniture	Outside Furniture and Equipment, Grills	Maintain Equipment Assist in Budgeting
Cleaning Supplies	General Cleaning Supplies Bathroom Tissue Paper Products Vacuums/Carpet Cleaners	N/A	Schedule Delivery from Sodexo Use Cleaning Products Responsibly
Cleaning Services	Fund Deep Cleaning	General Cleaning	Daily Cleaning Meet Cleaning Standards End of the Year Close Out Coordinate Additional Needs
Operations & Maintenance	Fund Routine Maintenance	N/A	Coordinate O&M Needs with Sodexo and Advisors Use Approved Vendors