

## House Manager 101 for FSILGs (for undergraduates and alumni/ae)

In this two-day course students will learn the basics of property management tailored to the needs of FSILGs. The course is primarily intended for undergraduate house managers, but alumni/ae are also invited and have found the course valuable in its first offering last year. We request their assistance in encouraging their undergraduate officers to attend.

This year, special focus will be placed on the new Safety, Licensing and Inspection (SLI) program, which was established by the Association of Independent Living Groups (AILG) in September 2005. The first day will feature the SLI plus other regulatory compliance related material. Short visits by Boston and Cambridge building and fire inspectors will be included. The second day will deal with the multiple building systems in a chapter house: how they work, fail, are repaired, maintained, and when and how to hire a contractor. There will also be an optional new Tuesday afternoon segment, given by the MIT Real Estate Office, for the lease holders of MIT buildings. There will also be new segments on cost-saving energy conservation measures as well as chapter maintenance and project organization and leadership.

Presenters will be from MIT Departments of Facilities, Information Services & Technology, Environmental Health & Safety, Real Estate, the FSILG Cooperative, as well as outside service providers. Local authorities from Cambridge and Boston will also contribute. The course will be overseen by Peter L. Cooper of MIT's Department of Facilities, and Jay Flynn, the new Building Safety Facilitator. Jay is a national officer and member of Alpha Delta Phi; Peter is also an active member of the Phi Beta Epsilon Alumni Corporation.

Course materials are collected and organized in a notebook suitable for continued reference at the chapter house. This course is being planned with the FSILG Office and will compliment the programs they have and are continuing to develop in support of house managers. We intentionally are excluding at this time higher level issues of interest to alumni corporate boards like deferred maintenance, capital planning, renewal projects, etc.

**Dates and Times:** Tuesday, January 17 and Wednesday, January 18, 2006 in Room 35-225. Both days will begin at 9:30am and conclude at 2pm, and will include a break for lunch (provided free by the AILG).

**Registration:** Open to all MIT undergraduate students, alumni/ae, and Resident Advisors associated with the FSILG system. Students should register by December 14, 2005 with Christine McGill of the FSILG Office ([cmcgill@mit.edu](mailto:cmcgill@mit.edu) or 617.258.9762). For questions, please contact Jay Flynn at [jflynn2@mit.edu](mailto:jflynn2@mit.edu) or 617-253-6030.

**Credits:** Organized by the Association of Independent Living Groups (AILG) and sponsored by (i) Department of Facilities, (ii) Alumni Association, (iii) Office of the Dean for Student Life.