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Date: March 13, 2020

To: Lloyds Fraternity Property Program Participants

From: Robert M. Curran, President and Chief Executive Officer
Marc S. Mores, Executive Vice President

RE: Recommendations for Chapter Facilities during Host Institution Responses to COVID-19

As your various host institutions respond to the COVID-19 virus in different manners, your house corporations and property affiliates will be facing a wide variety of different circumstances.

Those of your properties which are covered by the Lloyd's Fraternity Property Insurance Program will remain covered, even if vacant. The definition of "vacancy" makes a provision for breaks declared by the host institution. House corporations and property affiliates will be expected to comply with, and enforce, the terms and conditions of their various property contracts.

In order to avoid having a difficult circumstance become even worse, we have prepared the attached checklist of recommendations that house corporations and property affiliates can implement to help prevent unnecessary damage to chapter facilities.

Please share this checklist, along with the previously provided Winter Weather publications, with your respective house corporations and property affiliates. Our goal is to help you and your house corporations or property affiliates reduce the frequency and severity of potential claims.

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RECOMMENDATIONS FOR CHAPTER FACILITIES DURING HOST INSTITUTION RESPONSES TO COVID-19

IMMEDIATE ACTIONS

PLANNING	Description	Date Completed Date
Lease Agreement Review	Review the house corporation's contractual obligations to the residents and members as well as to the host institution or landlord (if facility is leased).	
Personal Property	Develop a plan to secure personal property remaining on the premises.	
Security	Review with residents and members the expectations related to chapter facility access. This may include limiting personal access to the chapter facility, storage of personal items, and pre-determined date and time to retrieve personal items.	
Cleaning	Arrange for a deep cleaning prior to students returning to include: chapter facility sanitization; emptying and cleaning of all kitchen equipment including refrigerators and freezers; carpet, flooring, and bathroom cleaning; and removing all refuse.	
Property Inspection	Arrange for a daily inspection of the property. Ask a responsible alumnus/alumna or hire a property management company.	
Room Checks	Perform room checks to ensure windows are shut and secured. Process security deposit returns if needed per lease agreements.	
Fine Arts / Historical Items	Items of substantial financial or exoteric value should be properly documented, photographed, stored, and secured.	
Renovation Plans	Consider what, if any, larger projects need to be completed during the summer break while the facility is empty.	

COMMUNICATION	Description	Date
Local Authorities	Notify local authorities if the facility will be unoccupied. Provide house corporation contact information in case of emergency. Ask campus and local police to increase patrols in your area to deter burglars and vandals.	
Utility Companies	Contact utility companies to ensure proper contact information is on file. Address any special needs.	
Mail and Delivery Service	Suspend mail and delivery service to the building.	
Host Institution	Share house corporation summer contact information with your host institution.	
Neighboring House Corporations	Provide neighboring house corporation contacts with your contact information. Work together to keep an eye each others' facilities or share the cost of hiring a property management company for the period of unoccupancy.	
Alarm Monitoring Companies	Update contact information with alarm monitoring companies and keep alarm service active during break.	

WEATHER	Description	Date
HVAC Settings	Set HVAC system to maintain heat at 60°F to avoid frozen pipes and air conditioning at 85°F to prevent mold and mildew.	
Secure Outdoor Items	Prepare for high wind, rain, and strong storms. Ensure exterior items are properly secured and/or stored inside.	
Disaster Planning	Plan for natural disasters, if in an applicable area. Visit www.nhc.noaa.gov for more information.	
Gutters & Downspouts	Clean and inspect gutters and downspouts to ensure proper water drainage away from the building during heavy rain.	

FIRE SPRINKLERS AND ALARMS	Description	Date
Test Detection Systems	Test all fire alarm and detection systems before closing the chapter facility.	
Keep Detection Systems Active	Keep all detection and fire prevention systems active during the break.	
Investigate Additional Protective Safeguards	Explore services such as PipeBurst Pro to prevent water damage. Install exterior security cameras with a monitoring service to deter vandalism and assist in notification of any issues while the facility is closed.	

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RECOMMENDATIONS FOR CHAPTER FACILITIES DURING HOST INSTITUTION RESPONSES TO COVID-19

DURING EXTENDED BREAK

		Date Completed
MAINTENANCE	Description	Date
Wiring, Electrical Cords, and Plugs	Check for wear or damage. Replace if necessary. All non-essential items should be unplugged and non-operational.	
Roof	Hire a professional to complete an inspection of the roof and address concerns.	
Water Heater	Flush out hot water to remove accumulated sediment.	
Outdoor Irrigation	Inspect and repair outdoor sprinkler and irrigation systems. Store hoses, secure outdoor water spigots / hose bibs with locks.	
Interior Water Supply	Turn off interior water supply ONLY if it will not affect the sprinkler system (if present).	
Windows	Caulk and seal windows to prevent water seepage.	
Sump Pump	Ensure sump pumps are operating properly.	
Kitchen	Thoroughly clean kitchen, kitchen appliances (including refrigerators and freezers) and kitchen fire suppression system.	
Cleaning	Perform a deep cleaning and sanitation inside and out, ensuring removal of all refuse.	

SCHEDULE ANNUAL INSPECTIONS	Description	Date
Emergency Lighting and Exit Signs	Ensure all systems are in good working order and any necessary repairs are made prior to reopening in the Fall.	
Fire / Smoke Detection Systems	Contact a licensed contractor to perform annual maintenance and testing.	
Fire Extinguishers	Contact a licensed contractor to perform annual maintenance.	
Automatic Sprinkler System	Contact a licensed contractor to perform annual maintenance and testing.	
Kitchen Exhaust / Fire Suppression System	Contact a licensed contractor to perform annual maintenance and testing.	
HVAC System	Contact a licensed contractor to perform annual maintenance.	

SECURITY	Description	Date
Locks & Windows	Check and secure locks, ensure dead bolts are in place. All windows should be firmly closed and locked.	
Exterior Lighting	Ensure all exterior lighting is operable.	
Exterior Maintenance & Landscaping	Keep exterior maintained to discourage vandalism and demonstrate people are checking on the property or occupying it.	

We encourage you to visit our website and print out a copy of our complete
[Fraternity / Sorority Risk Management Survey](#)
and conduct a complete walk-through on your own.