Albion College

HOUSE IMPROVEMENT FORM PROCESS

As stated in the Statement of Relationship between Albion College and Fraternity and Sorority Chapters, all remodeling activities are to have the express prior approval of both the Director of Residential Life and the Director of Facilities Operations. Such activities are to be performed by competent professionals in the relevant trade and not by house members/residents. Some painting and landscaping may be allowed to be performed by fraternity residents in designated areas, but this is subject to special permission from appropriate Facilities Operations staff.

In providing information on the enclosed House Improvement Form, please be as specific as possible. When completing forms please remember:

- Consult with the Assistant Director for Greek Life, the Residential Life Office, and/or the appropriate Facilities Operations Staff before submitting a proposal.
- If you are requesting work to be completed by the Facilities Operations staff, please contact them to get an estimated cost of labor for the project.
- House improvement projects must have a specified start and end time. All house improvement projects must be completed during this allotted time.
- No house improvement work can be done during the week before final exams, reading day(s), and final exam periods.
- Furniture purchases must meet NFPA 260 Class 1 fire code.

House improvement forms should be submitted to the Assistant Director for Greek Life at least three weeks prior to proposed project start time. Chapters will be notified by the Director for Residential Life when their form has been approved.

It is the responsibility of the chapter completing this form to wait for approval before starting any projects. It is a violation of the Statement of Relationship to start any work in your fraternity home without approval. This includes the purchasing of furniture, painting, construction work in or outdoors, electrical work, and so forth. Unapproved work done in fraternity homes can result in fines and other judicial action by Albion College.

For Office Use Only: _____

HOUSE IMPROVEMENT FORM

Please print neatly or type this form and return to the Assistant Director for Greek Life.

Chapter Submitting Form: _____

Project Description:

Provide Specifications on Types/Brands of Materials to be used:

Proposed Beginning Date: _____ Completion Date: _____

Estimated Project Cost: _____ Funding Source: _____

Will Facilities Operations Staff Involvement be needed: Yes / No

If Yes, Please Describe:

Professional Contractor/Vendor Information

Name: _____

Address: _____

_____

Phone/Email: _____

*** Please attach a copy of the contract license, certification, and insurance information from the Professional Contractor/Vendor***

House Manager: _____ Date: _____

Chapter President: _____ Date: _____

Assistant Director for Greek Life: _____

Director for Residential Life: _____

Director for Facilities Operations: _____

Approved: Yes / No Date: _____

Reason for Denial: _____