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HOUSING ADVISOR TALKING POINTS

Below are a few topical items to consider when you advise your House Manager. You are not limited to these topics, but they should serve as a jumping off point as you help them maintain the house.

- Inter-personal issues in the house?
- How is the facility in general? Any needs for repairs or updates? Any safety or security concerns?
- Condition of critical systems:
 - Plumbing (leaks/drips, clogged or slow moving drains, etc.)
 - HVAC (filters, etc.)
 - Electrical
 - Gas (any issues or unknown smells?)
 - Structure (any known roof, gutter, basement/foundation, window, door, or exterior issues)
 - Appliances (range, oven, refrigerator, dish washer, washer, dryer, microwave, etc.)
- Any damages to any walls, ceiling, appliances, fixtures, or other items within the house?
- Any burnt out lights?
- Cleanliness of facility?
 - Kitchen cleaning schedule
 - When is the next cleaning of the house and individual rooms?
- Work Day
 - When is the next workday?
 - What needs to be done?
 - Who is involved?
 - Where are you in the planning process?
- Rent payment
 - Any issues with payment?
 - Are all upcoming payments scheduled?
 - What date are they due?
- Leases
 - Any outstanding leases?
 - Any issues getting individuals to sign?
- When is the next fire drill?
- Smoke and/or CO detector tests and battery check (minimum once a year)
- Date of next in-person visit to the house by the Housing Advisor
- Date of next resident feedback meeting

