



**ZBT**  
NATIONAL HOUSING

# House Manager Responsibilities

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## **Ensure that the Chapter House is safe and in good order:**

- Working smoke detectors are essential in all hallways, public areas, basements, and bedrooms (batteries should be changed twice a year).
- Working fire extinguishers should be serviced once a year or when discharged by a fire protection company. There should be a minimum of one per floor including the basement and kitchen.
- Trash should be emptied regularly to prevent bug and rodent infestation.
- Exit lights must be in working order.
- Alarm systems should be tested monthly.
- Bedrooms should have fire emergency exit maps clearly marked and affixed to each bedroom door.
- Smoking, candles, and incense should be prohibited from all areas of the chapter house.
- Sidewalks and driveways should be kept free of ice and snow.
- Monthly, or as needed, a written report should be filed with the House Director and ZBT National Housing detailing the condition of the chapter house and any major repairs needed.
- Report concerns to House Director, Operations Manager and/or Chapter President.

## **Basic responsibilities for ZBT Stewards:**

- Coordinate the meal plan for the Chapter House:
  - Coordinate a food schedule for the upcoming week.
  - Assign preparation and clean up duties.
  - Report any problems with delivery or pricing to the House Manager and Chapter President.

Thank You