



## **Basic Responsibilities for ZBT House Managers**

### **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 Local Housing Corporation 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.