

HOUSING

MANAGEMENT GUIDELINES FOR SITE ADMINISTRATORS

In evaluating the housing on your site, the following guidelines should be observed:

1. Furnishings assigned to a unit must remain with that unit. NONE of the assigned furnishings are to be removed, discarded or traded. There are several units which do not contain all of those furnishings listed since they are smaller "efficiencies" with Kitchenettes. (A listing of furnishings is found in this Maintenance Section)
2. Since furniture orders require a three month lead time for delivery, and barge schedules must be observed, any consideration for replacement of furnishings should be submitted in early Spring of the preceding fiscal year for delivery the following school year. Airfreight from Dillingham to the villages is prohibitively expensive, and will be discouraged.
3. The Maintenance Department should be notified whenever furnishings have lost their usefulness, and/or they have been misused through carelessness or animal destruction. (This also applies to the physical facilities as well.) Tenants, who maintain animals in their housing unit are responsible for their pets; and as part of their lease, are required to sign indemnification agreements.
4. Your office must furnish a list of tenant "move-in" and "move-out" dates and the number of the corresponding unit to the Business Office by the LAST FRIDAY in AUGUST. Subsequent modification to the "move-out" date may be made if there are extenuating circumstances. Any occupancy by teacher tenants beyond the "move-out" date must be approved by the site administrator, and notice given to the Business Office and Maintenance Department. The same principle applies to "early" occupancy in the fall. As a general rule, the site administrator should be the last to leave after securing the site.
5. To secure site housing, the site administrator should ensure that all units are locked, keys are turned in and accounted for, all trash has been removed from the unit(s), propane, electric and water has been turned off, freezer and refrigerator are clean (contents removed), doors are propped open and appliances unplugged, stove/oven has been cleaned as well as the entire unit.
6. Teacher tenants should be reminded that they do not pay rent in the summer, and consequently maintenance or other authorized personnel may access the units during these non-school days. It is the obligation of the tenant to secure their personal property in one (bed) room with a hasp and lock. The installation of a dead-bolt lock, which requires drilling the door, is not permitted and may subject the tenant to a cost of replacing the door.
7. Itinerant teachers should notify the Director of Secondary Education if any furnishings are lacking in their housing units on K-12 sites.
8. Although housing repairs are generally completed in the summer and the units are also inspected for unreported repairs, the conditions in the summer are certainly different than those in the winter. The stress of winter has a varied impact on housing units. Identified problems under these extra ordinary winter conditions should be reported during the school year by the site administrator either through a work order or year-end check out.
9. As a matter of good management practice, teacher tenants should be reminded that lights should be turned off when the units are unoccupied during the school year. "Conservation of resources is everyone's business".

HOUSING CHECKLIST

Southwest Region School District

SITE: _____ HOUSE NUMBER: _____ DATE: _____

INSPECTION REPORT ON MOVE: IN: _____ OUT: _____

STAFF MEMBER: _____

	YES:	NO:
1) FLOORING: Carpet vacuumed and shampooed and vinyl mopped and waxed.	_____	_____
2) APPLIANCES: Stove, refrigerator, freezer, washer and dry cleaner. Were refrigerator and freezer doors propped open? Was propane turned off at tank?	_____	_____
3) WINDOWS: Were all windows locked?	_____	_____
4) WALLS AND CUPBOARDS: Were all cupboard and walls cleaned and all personal belongings out of the cupboards?	_____	_____
5) BATHROOMS: Were toilet, sink, tub and mirrors cleaned?	_____	_____
6) BELONGINGS: Lock up all belongings and dry goods in designated storage area.	_____	_____
7) FOOD: Remove all food from refrigerator and freezer.	_____	_____
8) DAMAGES: All damages recorded.	_____	_____
9) Were keys for quarters turned in?	_____	_____

Over all conditions/livability of house unit: POOR FAIR GOOD

COMMENTS: _____

HOUSING CHECKLIST

Southwest Region School District

TENANTS SUGGESTIONS OR COMMENTS ON MOVE: IN:_____ OUT:_____

SITE:_____ HOUSE NUMBER:_____ DATE:_____

Please provide a detailed description below of the dirty, missing, broken, or damaged item(s) recorded on the house diagram:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

HOUSING CHECKLIST

Southwest Region School District

TENANTS SUGGESTIONS OR COMENTS ON MOVE: IN:_____ OUT:_____

SITE:_____ HOUSE NUMBER:_____ DATE:_____

ARCTIC ENTRY

ITEM	COMMENT	ACCEPTABLE	REPLACE	MISSING	DAMAGED	DIRTY
PAINT						
WALLS						
CEILING						
FLOOR						
Type:						
LIGHT FIXTURES						
LIGHT BULBS OR TUBES						
LIGHT SWITCHES						
RECEPTACLES						
RADIATOR COVERS						
WINDOW GLASS						
WINDOW HARDWARE						
WINDOW CONVERINGS						
Type:						
DOOR						
CABINETS						
CLOSETS						
COAT HOOKS						

Mark specific damage or dirty areas on accompanying floor plan

HOUSING CHECKLIST

Southwest Region School District

TENANTS SUGGESTIONS OR COMENTS ON MOVE: IN: _____ OUT: _____

SITE: _____ HOUSE NUMBER: _____ DATE: _____

BATHROOM

ITEM	COMMENT	ACCEPTABLE	REPLACE	MISSING	DAMAGED	DIRTY
PAINT						
WALLS						
CEILING						
FLOOR						
Type:						
LIGHT FIXTURES						
LIGHT BULBS OR TUBES						
LIGHT SWITCHES						
RECEPTACLES						
RADIATOR COVERS						
WINDOW GLASS						
WINDOW HARDWARE						
WINDOW CONVERINGS						
Type:						
DOOR						
CABINETS						
CLOSETS						
VANITY CLOSET						
TOILET:						
Seat:						
Flush mechanism						
LAVATORY						
Faucet						
Drain						
BATHTUB/SHOWER						
Faucet						
Drain						
Door/Curtain						
Sealants/Caulking						
Towel Rack						
Paper Dispenser						
Mirror						
Power Vent						

Mark specific damage or dirty areas on accompanying floor plan

HOUSING CHECKLIST

Southwest Region School District

TENANTS SUGGESTIONS OR COMENTS ON MOVE: IN: _____ OUT: _____

SITE: _____ HOUSE NUMBER: _____ DATE: _____

BEDROOM (Master)

ITEM	COMMENT	ACCEPTABLE	REPLACE	MISSING	DAMAGED	DIRTY
PAINT						
WALLS						
CEILING						
FLOOR						
Type:						
LIGHT FIXTURES						
LIGHT BULBS OR TUBES						
LIGHT SWITCHES						
RECEPTACLES						
RADIATOR COVERS						
WINDOW GLASS						
WINDOW HARDWARE						
WINDOW CONVERINGS						
Type:						
DOOR						
CABINETS						
CLOSETS						
FURNITURE:						
Bed type:						
Dresser						
Night Stand						
Table Lamp						
Additional Furniture						
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						

Mark specific damage or dirty areas on accompanying floor plan

HOUSING CHECKLIST

Southwest Region School District

TENANTS SUGGESTIONS OR COMENTS ON MOVE: IN: _____ OUT: _____

SITE: _____ HOUSE NUMBER: _____ DATE: _____

BEDROOM (Second)

ITEM	COMMENT	ACCEPTABLE	REPLACE	MISSING	DAMAGED	DIRTY
PAINT						
WALLS						
CEILING						
FLOOR						
Type:						
LIGHT FIXTURES						
LIGHT BULBS OR TUBES						
LIGHT SWITCHES						
RECEPTACLES						
RADIATOR COVERS						
WINDOW GLASS						
WINDOW HARDWARE						
WINDOW CONVERINGS						
Type:						
DOOR						
CABINETS						
CLOSETS						
FURNITURE:						
Bed type:						
Dresser						
Night Stand						
Table Lamp						
Additional Furniture						
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						

Mark specific damage or dirty areas on accompanying floor plan

HOUSING CHECKLIST

Southwest Region School District

TENANTS SUGGESTIONS OR COMENTS ON MOVE: _____ IN: _____ OUT: _____

SITE: _____ HOUSE NUMBER: _____ DATE: _____

BEDROOM (Master)

ITEM	COMMENT	ACCEPTABLE	REPLACE	MISSING	DAMAGED	DIRTY
INVENTORY						
1 Crock Pot						
1 4-piece dinnerware set						
1 Hand Mixer						
1 Can Opener						
1 Measuring Cup set						
1 Pitcher						
1 Dish Drainer						
1 Cutlery Tray						
1 3-piece Bowl set						
2 Ice trays						
1 Measuring spoon set						
1 Splatter screen						
1 Large sauce pan						
1 small sauce pan						
1 Toaster						
1 Oval Roaster						
1 Cutting board						
1 Knife set						
1 Pyrex set						
2 Kitchen towels						
2 Hot pan holders						
2 dish holders						
4 Glasses						
1 Microwave Oven						
2 Frying pans						
1 Utensil set						
1 Coffee pot						
1 Cookie sheet						
1 20-piece silverware set						

Mark specific damage or dirty areas on accompanying floor plan

HOUSING CHECKLIST

Southwest Region School District

TENANTS SUGGESTIONS OR COMENTS ON MOVE: IN: _____ OUT: _____

SITE: _____ HOUSE NUMBER: _____ DATE: _____

LIVING ROOM

ITEM	COMMENT	ACCEPTABLE	REPLACE	MISSING	DAMAGED	DIRTY
PAINT						
WALLS						
CEILING						
FLOOR						
Type:						
LIGHT FIXTURES						
LIGHT BULBS OR TUBES						
LIGHT SWITCHES						
RECEPTACLES						
RADIATOR COVERS						
WINDOW GLASS						
WINDOW HARDWARE						
WINDOW CONVERINGS						
Type:						
DOOR						
CLOSETS						
HIDE-A-BED/SOFA						
CHAIR/RECLINER						
READING LAMP						
COFFEE TABLE						
BOOK CASE						
Additional Furniture						
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						

Mark specific damage or dirty areas on accompanying floor plan

HOUSING CHECKLIST

Southwest Region School District

TENANTS SUGGESTIONS OR COMENTS ON MOVE: IN: _____ OUT: _____

SITE: _____ HOUSE NUMBER: _____ DATE: _____

STORAGE ROOM/BUILDING

ITEM	COMMENT	ACCEPTABLE	REPLACE	MISSING	DAMAGED	DIRTY
PAINT						
WALLS						
CEILING						
FLOOR						
Type:						
LIGHT FIXTURES						
LIGHT BULBS OR TUBES						
LIGHT SWITCHES						
RECEPTACLES						
RADIATOR COVERS						
WINDOW GLASS						
WINDOW HARDWARE						
WINDOW CONVERINGS Type:						
DOOR						
CABINETS						
SHELVING						

Mark specific damage or dirty areas on accompanying floor plan

HOUSING CHECKLIST

Southwest Region School District

TENANTS SUGGESTIONS OR COMENTS ON MOVE: _____ IN: _____ OUT: _____

SITE: _____ HOUSE NUMBER: _____ DATE: _____

UTILITY ROOM

ITEM	COMMENT	ACCEPTABLE	REPLACE	MISSING	DAMAGED	DIRTY
PAINT						
WALLS						
CEILING						
FLOOR						
Type:						
LIGHT FIXTURES						
LIGHT BULBS OR TUBES						
LIGHT SWITCHES						
RECEPTACLES						
RADIATOR COVERS						
WINDOW GLASS						
WINDOW HARDWARE						
WINDOW CONVERINGS						
Type:						
DOOR						
CLOSETS						
FURNITURE:						
Bed type:						
Dresser						
Night Stand						
Table Lamp						
Additional Furniture						
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						

Mark specific damage or dirty areas on accompanying floor plan