

PM – 68 Documents Checklist

For this year, items listed as due July 1 have been delayed to September 1, 2018, to allow for completion. It is indicated.

The Greek Life portal will be **live August 1st** to submit all items. If you wait til then to submit, you will be able to see all delinquent items for your organization on your chapter's portal and use the forms available to populate information.

Items submitted to Greek Life will be forwarded to the other University departments by Greek Life office.

1. The Organization shall provide Greek Life Office roster of current members at least one week prior to the first day of class each semester. 8/13/18
2. The house ownership organization shall maintain the identity of the person to represent the Organization on matters related to the lease and this Permanent Memorandum with Greek Life Office. 9/1/18
3. The house ownership organization shall maintain a current copy of its organizational structure, officers, and membership with Greek Life Office. 9/1/18.
4. Submit the name(s) and resume(s) of proposed house directors to Greek Life to ensure that the proposed house director(s) meet the minimum qualifications at least one week prior to the offer of employment. (only new House Directors)
5. Proof of insurance satisfying shall be provided to University (Greek Life) by July 1 of each year. 9/1/18
6. Provide a copy of the annual Food Safety audit in the last year from third party vendor for the kitchen and dining areas by July 1 each year. Plan of correction for each audit deficiency to be provided to Greek Life office when available. 9/1/18
7. Maintain a Tropical Storm/Hurricane Protocol and review it on an annual basis for updates. The protocol will be submitted initially and when modified to Greek Life Office. 9/1/18.
8. Provide a copy of the annual inspection in the last year by the state fire marshal for the entire owned Facilities by July 1 each year to Greek Life office. Plan of correction for each audit deficiency to the Greek Life office when available. Greek Life Office. 9/1/18.
9. Annual and periodic preventative maintenance of the heating, ventilation, and air conditioning systems contract to Greek Life by July 1 of each year. 9/1/18.

10. The Organization shall procure and keep in full force and effect public liability and property damage insurance sufficient to protect the Organization and University from any and all claims for personal injury, including death and property damage claims which may arise from any activity or operation related to the Facilities, in amounts acceptable to the University. Greek Life Office. 9/1/18.

The following shall also apply **unless the Organization lease requires greater limits or coverage:**

- The Organization shall carry All Risk Property Insurance on any improvements located on the Leased Property in the greater of either the appraised value of the improvements or the replacement cost of the improvements.
- The Organization shall carry Commercial general liability coverage shall be no less than \$1 million per occurrence/\$2 million aggregate per year.
- If the Organization is an employer, the Organization shall carry workers' compensation in compliance with Louisiana law and employer liability coverage of no less than \$1 million per accident/disease/employee.
- The Organization shall maintain broad form contractual liability coverage (to the extent not included in commercial general liability coverage).
- All insurance shall be carried with responsible insurance companies authorized to transact business in the State of Louisiana and acceptable to University.
- Any property or liability insurance policy must contain an endorsement or other written acknowledgment identifying the University is an additional insured under the policy.
- All policies must provide occurrence coverage.
- All policies must provide that the University shall be given at least 30 days written notice prior to any modification or termination of coverage.