Hello Chapter House residents, presidents and House Corporation/Advisors of Penn-operated chapter homes,

These guides provide essential info for Chapter House Living this spring. Attachments:

1. 1-page Welcome and Reference Letter to print for your bedroom with safety tips, contact info, and the maintenance request link.
2. Overview of COVID-Living Guidelines for chapter homes this semester.
3. Comprehensive Living Guide which outlines 10 steps to Move-In (pg. 3) and a variety of topics for your entire time living in the house.
   a. Reminder you will sign-out your key at the Chapter House and Penn Moving Carts will not be available. Follow all COVID moving and testing procedures.

Please reference previous housing-related communications on the OFSL Chapter Housing Website.

Sections of the Spring 2021 comprehensive Guide to Chapter Housing (attachment 3) include:

- Dates
- Addresses and Contact Info
- Questions and Important Documents
- Step-by-Step Instructions for January 2021 Move-In
- Keys
- Maintenance Requests – Additional Info
- Early Move-In Request & Procedures
- Trash and Furniture Disposal (with picture examples)
- Furniture and Storage (with picture examples)
- Fees & Damage Costs
- Occupancy Changes & Room Switches
- PennCard and Swipe Access
- Accommodations
- Chapter Meal Plans
- Deliveries and Packages
- Life Safety Equipment & Violations
- Room Alterations and Damages
- Security Deposits
- Guest and Social Events
- Safety Tips and Prohibited Items
- Parking Guidelines During January Move-In
- Weather Advisory
- Move-Out and Occupancy Dates: Spring 2021 Semester

Please keep your House Manager updated about your arrival and move-in, and we look forward to this semester!