**To:** The Lambda Lambda Lambda Fraternity President

**From:** Lewis Skolnick

**Date:** March 24, 2010

**Re:** Proposal to Fix Front Staircase

I would like the permission to spend three weeks researching ways to replace or fix the front staircase. Once I find the right answer to the problem and hire the right people, I believe that we will fix a huge problem. This solution will eliminate a great deal of liability for the Fraternity and possibly save people from serious injury.

**Present State**

The front staircase right now may seem fine to the naked eye however, I can assure you it is not. There are multiple stairs caving in and the level of movement as people walk up and down is frightening. Every day, people walk up and down those stairs and hope that they don’t cave in. These stairs already collapsed two years ago and the people who fixed it did not do a sufficient job. I have noticed that the Fraternity routinely has people standing on the unsteady stairs at many events. Since the front staircase is the primary staircase, it gets the most use.

**Problems with Present System**

The present staircase has done its job up until now. However, if you wait any longer there can be a serious issue. It is not a matter of if these stairs will collapse, it is a matter of when. When these stairs collapse, the person walking on them can be seriously injured. This not only proposes a serious liability, but also is a moral issue. If someone is injured due to your blatant disregard for safety, you are personally responsible. If they decide to sue the Fraternity for medical damages, the Fraternity will be seriously hurt financially. Insurance will go up, and the money that the Fraternity will have to pay out of pocket can be astronomical depending on the type of injury. The instability of the front staircase is a serious issue that needs immediate attention.

**Objectives**

In order to solve the current problem with the staircase, we need to have it fixed by a professional. We need a staircase that will last as long as the house is standing and will provide a safe and supportive platform for people to walk on. We also need to limit the liability we incur by allowing people to live in or visit the Fraternity house.

**Proposed Solution**

The solution I am proposing to solve the problem consists of bringing in professional contractors to assess the condition of the staircase. Once we have figured out the exact problem, we must do whatever it takes to limit this liability. I believe that it is very important to obtain multiple opinions and hear multiple solutions. The solution however that makes the most sense is to replace the specific stairs with the issue. This is both cost effective and will solve the problem immediately. Once the problem area is replaced or restructured in a manner that is safe and supportive, the front staircase will be usable.

**Method**

The method that I will follow to achieve the solution will consist of a few steps. First I will call respected contractors in the area and obtain multiple opinions. I will then assess each opinion based on feasibility, cost effectiveness, and overall ability to meet the objectives I have set forth. Once construction begins I will make sure the front stairs are closed off from use and will set up a guide to the back stairs. Once the stairs are complete I will have another contractor come in and give his or her opinion in order to assess the true stability of the work that has been done.

**Cost and Schedule**

The overall cost of this project will be between one and three thousand dollars. The reason why the range is so large is because the stairs are covered by carpet and the bottom is covered by sheetrock. The schedule for this project will be about two full days of work. The contractor will have to rip up the carpet, go into the foundation of the stairs, and assess the problem from there. Then, based on what he or she finds, materials and equipment will be purchased as needed.

**Qualifications**

The qualifications that I possess to carry out this job are very important. I am the treasurer of the Fraternity and therefore have a great deal of knowledge pertaining to all financial matters. I am also very organized and have dealt with business people before. I understand the core issue and will assure that whoever works for us will not overcharge us. I will also be able to ensure that the job is done correctly because of my background in business.

**Conclusion**

I believe that it is in the best interest of the Fraternity to spend the money and fix the front staircase. If we do not sacrifice a relatively small amount of funds now, we may be putting at risk both injury and more funds in the future.