



3.1.1 Annual Safety Inspections

Purpose

Each campus will be inspected by an appropriate third party for safety and compliance with local and state regulations. ~~per the following schedule.~~

Duration

This policy is permanent, but it is subject to revision based on equipment in use and facilities changes.

Policy

- The Maintenance Director ~~Director of Finance and Operations~~ is responsible for scheduling and overseeing all safety inspections.
- A ~~For any inspections performed by an outside service or regulatory official,~~ a representative from ANCS must accompany the inspector or regulatory official.
- Proof of inspection must be submitted in writing to APS' Office of Innovation as necessary. ~~for some items.~~

Equipment Inspections	Frequency/Notes
Sprinkler System	Triton —Yearly
Kitchen Hoods—Middle Campus	<u>Yearly Pyro Protection</u>
Elevator—Elementary Campus	<u>Yearly Schindler</u>
Fire Marshal	<u>Yearly (Unannounced)</u> Unannounced visit to each campus prior to the start of school.
Security System	<u>Yearly (Summer)</u> Typically scheduled in July for the upcoming school year.
Alarm Certification	Sent to APS prior to school opening.
Back Flow Test	<u>Yearly Back flow valve for City of Atlanta water. A&R Plumbing does a back flow test every year.</u>
Fire Extinguishers	<u>Yearly Inspected per the schedule on the tag. MC inspected by Pyro Protection. EC inspected by Cliffs.</u>
Grease Trap	<u>Serviced Monthly</u> Yearly



Food Service Permit	As required by the Fulton County Department of Health.
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Approval

Policy approval date:

06/16/15

Policy effective date:

07/01/15

Policy review date:

[06/21/17](#)



3.1.2 Asbestos Management

Purpose

To remain in compliance with all federal and state laws on the use and abatement of asbestos-related materials.

Duration

This policy is permanent.

Policy

- a. The ~~Director of Finance and Operations~~ Maintenance will maintain ANCS's Asbestos Management Plan, which will include documentation outlining all asbestos in use at ANCS.
- b. As of 2005, the Elementary Campus is certified asbestos-free.
- c. The Middle Campus maintains a binder outlining all asbestos-related materials and their abatement requirements.
- d. This notebook is under the jurisdiction of the ~~Director of Finance and Operations~~ Executive Director and can be viewed with prior permission.
- e. The ~~Director of Finance and Operations~~ Executive Director will ensure yearly notification to ANCS parents, teachers, and employees on the availability of ANCS's Asbestos Management Plan and any asbestos-related actions taken or planned in the School.

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~~09/16/17~~ 09/17/21



3.1.3 Building Maintenance and Repairs

Purpose

This policy relates to the maintenance schedule and the process for submitting work requests.

Duration

This policy is permanent, but it is subject to change based upon changing maintenance needs.

Policy

SECTION 1. Regular Maintenance

- a. The Maintenance Director ~~Director of Finance and Operations~~ shall maintain a system of building maintenance that prioritizes regular maintenance and repairs. See Annual Operating Budget.

SECTION 2. Repair Requests

- a. A ticketing system will be in place that allows for requests to be submitted to the Maintenance ~~Director of Finance and Operations~~. The ticket can be filled out by any employee of ANCS.
- b. The Maintenance Director ~~Director of Finance and Operations~~ reviews all tickets ~~and turns over requests to the Maintenance Supervisor.~~ And prioritizes approved requests.
- c. ~~The Maintenance Supervisor prioritizes approved requests.~~

SECTION 3. Emergency Repairs

- a. For emergencies, the Maintenance Director ~~Supervisor~~ can be contacted directly via email, phone, or in person.
- b. If the emergency is impacting students, every effort should be made to attend to the repair as quickly as possible.
- c. Emergency repairs may be outsourced at the discretion of the Executive Director ~~Director of Finance and Operations~~ and the Maintenance Director ~~Supervisor~~.



- d. Emergency repairs should not be undertaken without the permission of at least one of the following people:
 - a. ~~Director of Finance and Operations~~
 - a.b. _____ Maintenance ~~Director Supervisor~~
 - b.c. _____ Executive Director

Resources

[Annual Operating Budget](#)

Approval

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06/16/15

07/01/15

[06/21/17](#)



3.1.4 Building Use

Purpose

This policy outlines the conditions under which groups (external and those associated with ANCS) may use the buildings and grounds of either campus.

Duration

This policy is permanent, but is subject to review.

Policy

- a. Any requests for use of ANCS facilities by individuals, groups, and/or organizations not affiliated with ANCS must be directed to the school's Executive Director of Finance and Operations for approval ~~by the school's Executive Director~~.
- b. Any individuals, groups, and organizations receiving approval for such requests must sign the school's Facilities Use Agreement.
- c. Any individuals, groups, and organizations requesting, paying a fee to use the facilities must provide a certificate of insurance for \$1,000,000 in liability coverage listing ANCS as a named insured.

Resources

The Facilities Use Agreement is available in the front office at both campuses or by request.

[School-Sponsored Event](#)

Approval

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10/08

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~~098/2117~~



3.1.5 Planned Improvements

Purpose

This policy outlines planned improvements to buildings, grounds and facilities for each campus facility as well as buildings and grounds improvements and the Site Strategic Plan process.

Duration

This policy is permanent.

Policy

SECTION 1. Improvements in the Annual Operating Budget

- a. All anticipated improvements should be incorporated into the annual operating budget during the budget process in the spring. See Annual Operating Budget.
- b. The Executive Director Director of Finance and Operations will use a prioritized list of improvements compared to the Site Strategic Improvement Plan matrixed against the expected budget to identify projects that should be incorporated into the annual operating budget~~develop priorities for improvements.~~
- c. During the course of the fiscal year, it may be necessary for the Executive Director Director of Finance and Operations to review the budget and adjust improvement expenditures based upon other expenditures that impact the budget. Any adjustments should be reviewed with the Finance CommitteeChair and the Executive Director.

SECTION 2. ~~Site Strategic Improvement Plan~~

- ~~d.a.~~ In order to guide improvements, each campus should follow a Site Strategic Improvement Plan.
- ~~e.b.~~ The Site Strategic Improvement Plan should be developed by the Director of Finance and Operations in consultation with the Executive Director, Maintenance Supervisor, Finance Chair, and Board Chair. Additional members may include people from the Buildings and Grounds Committee, Principals, and faculty



~~representatives. The composition of the committee is under the jurisdiction of the Director of Finance and Operations.~~

~~f.c. The Site Strategic Improvement Plan will outline expected improvements using a three-year rolling cycle.~~

~~g.d. Expected improvements are to address items in need of regular replacement, such as carpeting, flooring, painting, bathroom upgrades, and tile remediation.~~

~~h.e. The Site Strategic Improvement Plan may also outline larger improvements that are considered capital improvements, such as mechanical systems, roofs, playground refurbishment, tree maintenance, and window replacement.~~

~~a.f. The Site Strategic Improvement Plan will be reviewed with the Governing Board as part of the overall budget review process.~~

Resources

[Annual Operating Budget](#)

Approval

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06/16/15

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[06/2108/17](#)



3.1.6 School-Sponsored Event

Purpose

The following procedures are in place to ensure the safety of all students, faculty, parents/guardians, and community members attending school-sponsored events held at either campus of ANCS or offsite outside of regular school hours.

Duration

This policy is permanent.

Policy

Any school-sponsored events—including those coordinated by the PTCA—must be approved by the Principal of the campus where the event will be held.

SECTION 1. Request Requirements for Building Use

- a. Requests must be received at least two weeks, but preferably one month, in advance of the event.
- b. Any PTCA-sponsored event must first be approved by the PTCA President prior to going to the Campus Principal for approval.
- c. At a minimum, requests for approval of the event must include the following:
 - i. Name of lead organizer(s) for event
 - ii. Name of school employee(s) who will attend event to assist
 - iii. Purpose of event
 - iv. Location of event
 - v. Date and start/end times of event
 - vi. Expected number of attendees
 - vii. Cost, if any, of admission to event

SECTION 2. Required School Personnel

- a. For all school-sponsored events expected to have **fewer than 75 people** in attendance, there must be at least one school employee in attendance to assist at the event (in addition to lead organizer[s]).
- b. For all school-sponsored events for which attendance is expected to be **in excess of 75 people**, at least two school employees must be in attendance to assist at the event (in addition to the lead organizer[s]).

SECTION 3. Capacity Limits

- a. All school-sponsored events must comply with posted capacity limits for the locations in which they are being held.



~~If attendance at an event is expected to be in excess of 75 people, tickets for the event must be sold ticketed (in advance, at the event itself, or both), and the lead organizers must stop admitting people to the event once the number of tickets sold distributed reaches the capacity limit for the location of the event.~~

SECTION 4. Emergency Procedures

- a. At all school-sponsored events, the school employee(s) in attendance to assist with the event must have access to an emergency kit that includes the emergency procedures for the building and a bullhorn.
- b. Within the first 15 minutes of the start of all school-sponsored events, one of the school employees in attendance to assist at the event must review with those in attendance the emergency evacuation procedures for the location at which the event is being held.
- c. If for any reason the building needs to be evacuated during a school-sponsored event, the school employee(s) at the event should ensure no one re-enters the building until clearance to do so has been given by emergency personnel.
- d. The administrator on call should be contacted immediately if the building has to be evacuated for any reason.

SECTION 5. Administrative Support

During all school-sponsored events, at least one of the following administrators will be “on call” and available by phone to consult with the employee(s) in attendance at the event and available to come to the school building within 30 minutes in the event of an emergency:

- a. ~~Elementary or Middle Campus Principal~~
- ~~b. Elementary or Middle Campus Assistant Principal~~
- ~~b. Director of Finance and Operations~~
- c. Executive Director

SECTION 6. End-of-Event Procedures

- a. Upon the conclusion of all school-sponsored events, the school employee(s) and lead organizer(s) should remain on site until the building is empty and all attendees have left.
- b. The school employee(s) in attendance to assist should secure the building and notify the administrator on call that the building is secure prior to departure.

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