

Chapter:	Information and Facilities Management		
Title:	Facilities Management		
Policy: <input checked="" type="checkbox"/> Procedure: <input type="checkbox"/>	Review Cycle: Triennial Author: Dir Op./Safety Officer	Adopted Date: 02.2024 Review Date: 02.2024	Related Policies: Agency Property Agency Vehicles Contract Management Emergency Preparedness Standards of Conduct Visitors

Purpose:

Hopeful Horizons' (HH) has adopted this policy to clarify the organization's requirements and practices for facilities management.

Scope:

This policy applies to:

- All HH Staff Selected HH Staff, as specified:
 HH Board Members HH Volunteers
 Other: Visitors and Guests

Policy:

HH manages properties and facilities in accordance with federal, state and local statutes, codes and laws and consistent with approved policies and standards.

A. **Compliance:** HH shall adopt necessary facilities management expectations and procedures to:

1. Comply with the American's with Disabilities Act (ADA)
2. Operate in accordance with best practices for safety management and compliance with Occupational Safety and Health Administration standards/guidelines
3. Establish plans for disaster recovery and business continuity
4. Provide for routine and preventative maintenance of facilities including utilities, mechanical and safety equipment
5. Provide for routine inspections to assure compliance with requirements and best practices

B. **Roles and Responsibilities:**

1. Chief Executive Officer (CEO)/designee:
 - Recommend a budget that reflects planning and forecasting for physical plants, equipment and furnishing, vehicle needs, and safety management
 - Approve facility management related contracts
 - Recommend property purchase or approve property leases within a Board approved budget
 - Ensure periodic independent review of accessibility, security and safety practices and recommend plans to address findings
2. Director of Operations (DO): The DO provides day-to-day planning and operational leadership of facility management activities including but not limited to:
 - Recommending and monitoring facility management vendor contracts
 - Managing maintenance and repairs for all HH direct operated facilities
 - Approving facility and equipment related purchases consistent with an approved budget

- Recommending facility, security and safety related policies and procedures to reflect compliance with laws, accreditation requirements and best practice standards
 - Managing HH security systems
 - Conducting system monitoring and facility management performance review activities (e.g., facility inspections, incident report monitoring, statutory compliance etc.)
 - Supporting facilities risk assessment and planning activities
3. Site Administrators: A designated site administrator shall support the DO in day-to-day operations oversight of assigned facilities including:
- Regular assessment and inspection of the facility to assure compliance with policies and standards
 - Management and maintenance of vehicles and agency equipment assigned to the location
 - Problem solving and communicating facility, security and safety related issues
 - Assuring staff assigned to the site received appropriate training in security and safety practices including emergency management practices
4. Staff, Volunteers and Contractors:
- Comply with training requirements for security and safety management
 - Support keeping personal and common workplaces clean and safe
 - Communicate facility, security and safety related concerns to site administrator and/or DO

C. Monitoring and Performance Improvement: The DO shall compile essential facilities and safety information as required to ensure safe and effective operations of HHs' directly operated facilities. Safety and facilities measures shall be defined, monitored and reported consistent with HHs' key performance measure process and shall minimally include assessment of the organization's emergency preparedness planning.

Communication and Training:

The Board shall receive a copy of the policy at the time of periodic review and will have an opportunity to ask clarifying questions during the approval process. Employees and volunteers shall receive notice of the Board's policy review and approval including notice of any substantive changes. The notice will provide a link to the policy located on the HH website.

Definitions:

NA

Other Related Materials:

Visitor and Guests Building Entry
 Facility and Safety Inspection Procedure

References/Legal Authority:

[The Americans with Disabilities Act, ADA.gov, 2023.](#)

[South Carolina State Fire Code, Labor and Licensing Regulation, 2023.](#)

[Regulations and Standards, OSHA, US Department of Labor, 2023.](#)

Change Log:

Date of Change	Description of Change	Responsible Party
2.2024	This is a new policy.	N. Miller, Prog. Eval. Consultant in consultation with J. Brown, Dir of Operations