



# Facility Operating Plan

---

2019-2023  
Beaver Beauty Academy

# **PHILOSOPHY STATEMENT**

The Technology Plan Initiatives and Goals outlined in this document have been developed to support the specific goals set by the Institutional Advisory Board and staff and are in alignment with the institution's vision, mission, goals, values, and strategic plan.

## **VISION STATEMENT**

The vision of Beaver Beauty Academy is to become a world class beauty and barber institution providing exceptional technical training that transforms lives and strengthens communities, while meeting our mission for the benefit of every student, every day.

## **MISSION STATEMENT**

The mission of the Beaver Beauty Academy is to provide high-quality technical training that will enable our students to pass state licensing exams, attain employment, and successfully compete in the rapidly changing beauty industry

## **SCHOOL GOALS**

1. Foster Student Success
2. Advance the Development of the Institution
3. Provide a high value learning experience
4. Pursue quality and continuous improvement
5. Meet community and workforce needs
6. Supporting faculty & staff through strong professional development

## **INSTITUTIONAL VALUES**

1. Meet students where they are
2. Focus on student success
3. Provide a high quality learning experience
4. Work collaboratively and build relationships
5. Advance diversity, equity & inclusion

# STRATEGIC PLAN OBJECTIVES

1. Ensure Academic and Creative Excellence
2. Provide an Empowering Student Experience in a Cohesive Community
3. Building a Powerful Brand
4. Enhance the Technology Infrastructure
5. Enhance fiscal stability and planning
6. Process improvement, implementation, monitoring & accountability

## FOP OVERVIEW

This Facility Operating Plan (FOP) delineates key building systems and their management with the goal of maintaining a healthy, comfortable, energy efficient, technologically sound and economical building while always keeping in mind that the purpose of these systems is to support the educational and community use of the facility.

These goals are accomplished through well managed systems and preventive maintenance programs. The Director of Education, plant engineer, lead instructor and the administrative assistant work together to ensure that the various components of the FOP are properly managed and that students and employees are able to access the information upon request. Cost containment is achieved by avoiding the extra costs that are the inevitable result of a lack of preventive maintenance and by utilizing appropriate conservation and efficiency strategies. In addition to delineating current systems and their management this guide will point out opportunities for improvements in operations and physical equipment.

This FOP is not designed as a comprehensive manual on the facility and its operations. Instead, it is a basic guide to aid the facility director or anyone that has to involve themselves in the proper running of the building to help them understand the building's functioning and management and technical infrastructure.

## Building Information- Original Construction

Year Built	1960
Gross size in square feet (outside measurement of heated space)	6000 Square Feet
Engineer	Mayweather Engineering Group
Contractor and subs	Stanley Knowles Construction
Location of plans and specifications (describe where they may be found.)	In directors storage closet office - - plans in closet marked A and specifications on shelf marked S2.
Type of Construction	Slab on grade with sheet rock walls, wood 2x4 frame construction, pitched truss roof, attic fiberglass insulation.
Building use	Classrooms and offices.
Notes	Plans are digital and stored on the network.

## Major Repairs- Managed by Director of Education & plant engineer

Building Sections involved	Year	Scope of repairs	Problem that was corrected
Roof	January 2018	New Roof Installed	Numerous leaks
Front Heat/Cooling System	January 2018	New unit installed	System not working
Middle Heat/Cooling System	January 2018	New unit installed	System not working
Rear Furnace Motor Replaced	February 2020	Motor replaced	System not providing heat
Gas Hot Water Heater	November 2017	Hot Water Replaced	Heater Exploded
LCD Lights	August 2020 in phases	Replacing Florescent lights with LCD Lights that do not require blubs.	Florescent Lights Constantly Blowing & not working
Smart Thermostats	2020	Replace outdated Units	Programmable remotely through app
Electric Hot Water Heater	November 2017	Hot Water Replaced	Water not getting hot

## Preventive Maintenance Plan- Managed by plant engineer & administrative assistant

Heating Systems (3)	Yearly in September
Cooling Systems (3)	Yearly in April
Hot water Tanks (3)	Yearly in September
Shampoo Bowls & Faucets	Yearly in July
Toilets & Dryers	Yearly in November
Exterior & Exit Lighting	

### Utilities- Managed by Administrative Assistant & Lead Instructor

Utility	Provider	Additional Details/Notes
Electrical	Georgia Power	Breaker boxes located in back hallway (total of 3).
Gas	Georgia Natural Gas	Gas Meter located exterior of back of building.
Water	DeKalb County Utilities	Meter located in the back parking lot.
Sanitation/Dumpster	DeKalb County Sanitation	Dumpster in back parking lot. Pick up day is Wednesday.

### Lighting - Managed by plant engineer Lighting – Classrooms- Managed by plant engineer

Type/number of fixtures	Each classroom has LCD recessed Lighting. Number of lights vary based on the size of the classroom. The number ranges from 2 lights to 12 lights per room.
Mode of operation	There are two switches. One for the row near the windows and one for the other two rows. This allows the row near the window to be shut off when there is enough ambient light.
When installed	August 2020
When last serviced	Service required every 5-10 years depending on usage.

Scheduled maintenance:	Annual cleaning of fixtures and replacement of broken parts. As needed when work orders are created by instructors.
Scheduled replacement	Group re-lamp scheduled for August 2030.
Notes:	Annual teacher training to include advice on switching and shutting off lights. Student lighting monitor assigned to check for lights left on.
Energy Upgrade	Upgraded switch to occupancy sensor – manual on and auto off. June 2020

## Lighting- Exits

Type/number of fixtures	Some LED some fluorescent. Some contain emergency lighting.
Mode of operation	Emergency lighting comes on in the event of a power failure.
When installed	Unknown
When last serviced	December 2019
Scheduled maintenance:	Annual cleaning of fixtures and replacement of broken parts. Test emergency lighting once a year.
Scheduled replacement	Change battery backups and notification panels every 5 years.
Energy Upgrade	Upgrade to all LED exit lights and LED emergency lights Use combo units to improve emergency lighting as needed

## Lighting – Outside

Type/number of fixtures	3 (2 in rear one in front parking lot)
Mode of operation	There is a timer located in the electrical panel room. Settings are from dusk till dawn and changed periodically with the seasons.
When installed	December 2017
When last serviced	December 2019
Scheduled maintenance:	Annual cleaning of fixtures and replacement of broken parts.

Energy Upgrade	Control outside lights with a timer with battery backup and a photocell. The timer enables the lights to come on and the photocell helps to ensure that they aren't left on unnecessarily. Schedule lights to come on at dark and shut off at 11 PM, come on again at 6 AM and off at 8 AM (during winter).
----------------	---

### Technical Infrastructure – Managed by director of instruction

Server	There is one computer server located in the supply closet. A total of 8 computers with monitors in the student resource center. Each theory classroom has a work station or lap top computer.
Wireless Infrastructure	The institution has 5 Wi-Fi networks that provide 2 Gigs capable of supporting over 75 devices on the network simultaneously.
Mode of operation	Servers are kept on 24/7 because of dial-in capability. Monitors are left off at the switch on the monitor except when needed. Other computers are turned on as needed by staff and have sleep software activated.
When last serviced	February 2020
Scheduled maintenance:	Monthly Check plugs and wires annually for frayed or broken insulation.
Scheduled replacement	2021-2022
Energy Policy	All computers except servers to be on power strips and shut off at the end of the day.
Notes:	Annual teacher training to include advice on activating sleep software and shutting off computers and monitors when not in use.

### Fire Safety Equipment – Managed by Director of Education

Type/number of fixtures	3 Fire Extinguishers
Mode of operation	To provide notification to the fire and police departments in the event of a fire.
When last serviced	Yearly in November

Scheduled maintenance:	Perform professional inspection on fire systems, sprinkler systems, and fire extinguishers annually. Perform monthly fire drills, using different pull stations every drill to verify each one functions properly. Perform monthly fire extinguisher inspections for proper charges.
Scheduled replacement	Clean smoke detectors annually or as needed

## **Cameras and Access Systems-Managed by Director of Education**

8 Camera Surveillance System	Motion Detection & Night Vision Remote Access
Mag Lock	Buzz and access enter/exit on rear door entrance

## **Pest Control – integrated pest management managed by Director of Education**

The building is treated every other month for roaches, ants, spiders, bees, etc. and monthly service is available as needed.

## **Design Guide- Renovation & New Construction Plans- Managed by Director of Education**

Front lobby renovation – converted to a smaller front desk/reception waiting area, 2 offices and nail technology clinic floor containing 5 pedicure spas and 5 manicure tables and sink area.

## **Unit Ventilation - Managed by plant engineer**

The nail technology department has two ventilation units. One is located against outside wall in the classroom and the other unit is mounted in the ceiling. They are self-contained units that are designed to bring in fresh air through outside grilles and keep the room at proper temperature.

## **Hazardous Materials Collection- Managed by plant engineer**

Chemical	Method of collection
----------	----------------------



Monomer (Nail Liquid)	Absorbed in cotton/paper towel or with polymer, & stored in metal drum with cap. Can be placed in dumpster.
Fingernail polish	Cap left off of the bottle till residual polish dries. Can be placed in garbage.
Acetone	Pour used acetone in recycle bottle. Bottle properly disposed of when full.
Color, Relaxer, Developer & Perm	Each chemical has a collection container. All chemicals are emptied out of the original containers into the collection bins.

### **Grounds Maintenance- Managed by plant engineer**

A third party vendor is hired by the property management company to provide CAM services.	Landscaping, trash pickup, etc. are maintained by the Vendor. The institution's plant engineer also manages the esthetics of the exterior of the grounds.
---	---

### **Cameras and Access Systems- Managed by Director of Education**

8 Camera Surveillance System	Motion Detection & Night Vision Remote Access
Mag Lock	Buzz and access enter/exit on rear door entrance

### **Design Guide- Renovation & New Construction Plans Managed by Director of Education**

Front lobby renovation – converted to a smaller front desk/reception waiting area, 2 offices and nail technology clinic floor containing 5 pedicure spas and 5 manicure tables and sink area.

## Products, Equipment & Supplies-

Supplies	Vendor(s)	Frequency	Person's Responsible
Toilet Paper, Paper Towels, Cleaning Supplies, Garbage bags, Laundry detergent and other such supplies are order monthly	Southeastern Sanitation Supply	Auto shipment Monthly Also order as needed if shortages occur	Administrative Assistant
Cosmetology & Barbering Color, Chemicals, Products & equipment, & supplies	Bees Wholesale Supplies Young's Trading Burmax Amazon C & C Beauty	Monthly C & C Beauty for emergency purchases	Lead Educator
Paper, ink, file folders, labels, drums, white out, postage stamps, and other office supplies	Staples Office Depot Amazon	Monthly or as needed	Administrative Assistant
Esthetics & Nail Products & Supplies	Burmax Amazon Bee's Wholesale Supplies	Monthly or as needed	Esthetics Instructor

## Critical Phone Numbers

<b>Name</b>	<b>Number</b>
BBA	678.805.8058
Dr. Beaver	404.454.7181
Elexis Properties	404-755-6602
Copy Repair	404.797.8397
GA State Board of Cos	478.207.2440
GA Natural Gas	770.907.4231/770.850.6200
GA Power	1-888-660-5890
DeKalb County Sanitation	404-294-2900

## Preferred vendor list with contact information

Doc Holiday Electrical Services	678-938-1877
Stanley Knowles Construction	404-964-5601
Franklin Heating & Air	404-444-2073
Southeast Sanitation Supply	404-361-3352
Commercial Roofers of Georgia	404-755-6602
Philpot Pest Control	678-978-1265
ECOFLO SOUTHEAST, INC.	229-931-0450
Atlanta Fire Extinguisher	404-532-1950

## List of active warranties and maintenance contracts

Martin's Pest Control  
Commercial Roofers of Georgia  
Franklin Heating and Air

## Key Websites

**Consortium for Energy Efficiency** - - lists commercial energy efficient kitchen and other equipment. Information on a variety of energy products and strategies.  
<http://www.cee1.org/>

**EPA – Tools for Schools**  
<http://www.epa.gov/iaq/schools/actionkit.html>

**The Collaborative for High Performing Schools** - - includes guides for best maintenance practices and many other documents. All downloadable, some printable, some not.  
<http://www.chps.net/manual/index.htm>

**Planning Guide for Maintaining School Facilities** – by U.S. Department of Education  
<http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2003347>

**School Operations and Maint.** - - Best Practices for Controlling Energy Costs - - A guidebook for K-12 School System Business Officers and Facilities Managers by US Department of Energy. [www.azdeq.gov/function/about/download/greenguide2.pdf](http://www.azdeq.gov/function/about/download/greenguide2.pdf)

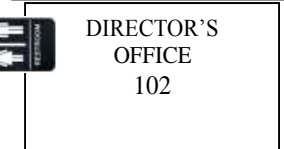
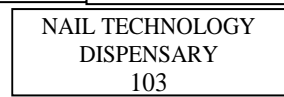
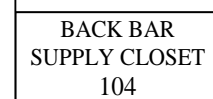
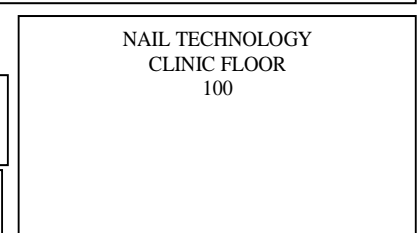
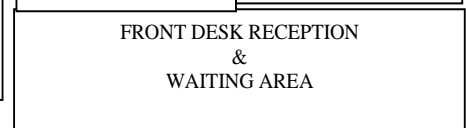
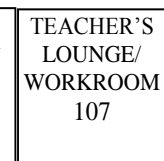
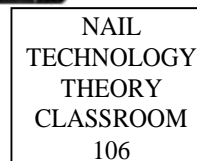
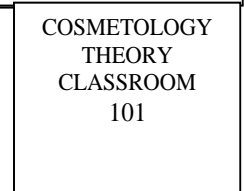
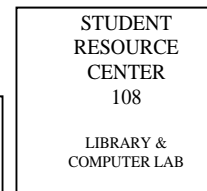
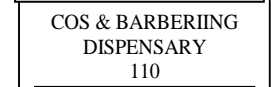
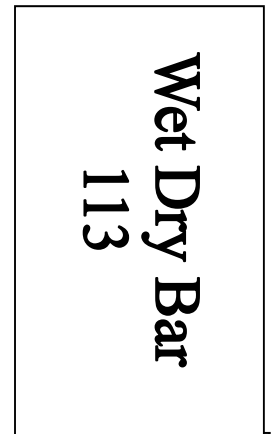
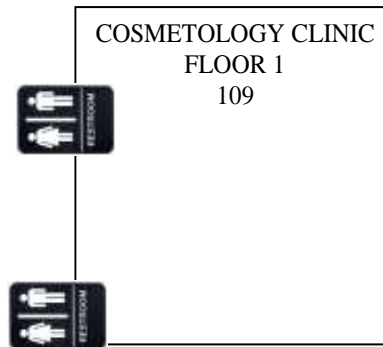
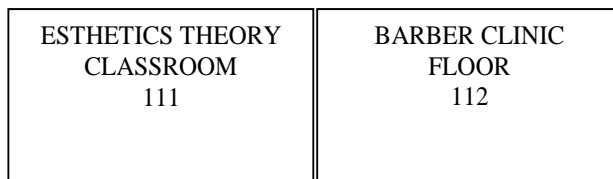
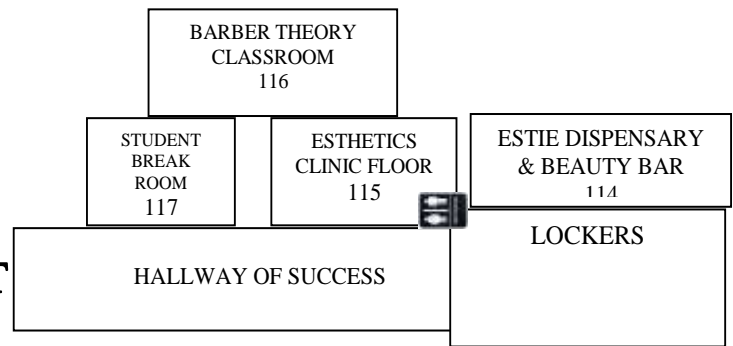
## **School freeze protection check list reminders**

1. If you had projects that required access to pipes in the past year check to see if the insulation was replaced after the repairs were completed.
2. Check and confirm that all combustion air dampers are closing when the boiler are not running.
3. Test all low water cut off and manual reset high limit controls for proper operation monthly.
4. If the school's heating system has glycol test the level of freeze protection and the PH level. Your boiler service company can perform this test for you.
5. Check the intake air dampers in your unit vents to confirm that they close during unoccupied cycles.
6. Make sure all garden hoses have been removed and that the outside water faucets have been drained.
7. Confirm that all of your sprinkler system inspections are complete and all recommendations are complete. You should also familiarize your staff with where and how to turn off water supplies in a flood condition.
8. You should consider adding a low temperature alarm system. There are many different ways to do this. It can be as simple as a thermostat that triggers a flashing light to having an alarm monitoring company call a list of contacts.
9. Consider having an arrangement with a local company that rents temporary heating units commonly referred to as Heat Wagons. GW Savage is one company that has these units preloaded into trailers and can set them up for you if your school does not have a maintenance staff.
10. For ice on walk ways consider having some bags of sand that are kept in a heated area that can be used when it is too cold for ice melting products to work.
11. Provide and require staff members that are spreading the ice melting products to wear crampon cleats that attach to your boots.

# Beaver Beauty Academy Floor Plan

Rear Parking Lot

EXIT



EXIT

BBA Room Locator		
Location	Room #	Teacher/Staff
Cosmetology Theory	100	Diane Patterson
Front Desk Reception	N/A	Lavonne Travers
Director of Education	102	Melanie Beaver
Nail Technology Dispensary	103	N/A
Supply Closet	104	N/A
Nail Technology Clinic	100	Reahan Cooper
Nail Technology Theory	106	Reahan Cooper
Staff Workroom/Lounge	107	Olivia Barr
Student Resource Center	108	Deborah Echols
Cosmetology Clinic Floor	109	Diane Patterson
Cos/Barbering Dispensary	110	N/A
Esthetics Theory Classroom	111	Charity/Johnson
Barbering Clinic Floor	112	Leonard King
Wet/Dry Bar	113	N/A
Estie Dispensary & Beauty Bar	114	Raven Charity & Sedric Johnson
Esthetics Clinic Floor	115	Charity/Johnson
Barber Theory Classroom	116	Leonard King
Student Break Room	117	N/A

Front Parking Lot