These Regulations and Facilities Information Items are assembled to be used as a reference for employees of the Center. Included in the manual are some of the most frequently performed processes and procedures.

The purpose of this manual is to provide clarification for administration of the Center. The policy manual is the legal authority for all Center policy and supercedes this document. The Policy Manual and the Administration Regulations Manual can be accessed on the Internet at the Centers website under staff resources.

It should be understood that processes and procedures change from time to time, in order to continue to improve how business is conducted. As new procedures are added, others change and some are deleted. This manual will be amended to reflect those changes.

The electronic version is the only official version of this manual.
# BOARD POLICIES

## Section 1

<table>
<thead>
<tr>
<th>Policy</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchase of Property</td>
<td>CHA (Legal)</td>
</tr>
<tr>
<td>Purchasing and Acquisition</td>
<td>CHE (Legal)</td>
</tr>
<tr>
<td>Property Disposal</td>
<td>CI (Local)</td>
</tr>
<tr>
<td>Safety Program</td>
<td>CKD (Legal)</td>
</tr>
<tr>
<td>Building Grounds Equipment Management</td>
<td>CL (Legal)</td>
</tr>
<tr>
<td>Facility Planning and Construction</td>
<td>CS (Legal)</td>
</tr>
<tr>
<td>Facility Planning and Construction</td>
<td>CS (Local)</td>
</tr>
<tr>
<td>Employee Welfare</td>
<td>DI (Legal)</td>
</tr>
<tr>
<td>Use of ESC Facilities by Outside Entities</td>
<td>EE (Legal)</td>
</tr>
</tbody>
</table>

# ADMINISTRATIVE REGULATIONS

## Section 2

<table>
<thead>
<tr>
<th>Policy</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Energy Management</td>
<td>CH (LOCAL) 13</td>
</tr>
<tr>
<td>Fire Safety</td>
<td>CKC</td>
</tr>
<tr>
<td>Procedures and Actions</td>
<td>CKC</td>
</tr>
<tr>
<td>Building Security</td>
<td>CKD (LEGAL)</td>
</tr>
<tr>
<td>Shipping and Receiving</td>
<td>CL (LEGAL)</td>
</tr>
<tr>
<td>Warehouse and Storage</td>
<td>CL (LEGAL)</td>
</tr>
<tr>
<td>Catering</td>
<td>CLA</td>
</tr>
<tr>
<td>Coffee</td>
<td>CLA</td>
</tr>
<tr>
<td>Maintenance of Facilities</td>
<td>CLA</td>
</tr>
<tr>
<td>Meeting Room Scheduling</td>
<td>CLA</td>
</tr>
<tr>
<td>Parking</td>
<td>CLA</td>
</tr>
<tr>
<td>Signage</td>
<td>CLA</td>
</tr>
<tr>
<td>Staff and Visitor Break Rooms</td>
<td>CLA</td>
</tr>
<tr>
<td>Vending Operations</td>
<td>CLA</td>
</tr>
<tr>
<td>Smoking in Buildings</td>
<td>DH (LEGAL) 4</td>
</tr>
<tr>
<td>Utilization of Facilities</td>
<td>EE (LOCAL)</td>
</tr>
</tbody>
</table>
SUPPLEMENTARY INFORMATION

Section 3

Long Range Facility Plan
Floor Plans
- Administration Building
- Conference and Technology Center
  - First Floor
  - Second Floor
- Abrams Site
  - First Floor
  - Second Floor

Emergency Contact Information
PROCEDURE
Energy management and energy conservation are the responsibility of all staff members.

Staff members are directed to turn off lights in unoccupied spaces. Computers should be shut down at the end of the day. Outside doors should remain closed at all times.

The Housing Facilitator is the Energy Manager for the Spring Valley site. The Assistant Director of Finance, Division of Instruction is the Energy Manager for the Abrams site. Each site is equipped with sensors to monitor temperature. The sensors are part of an automatic control system designed to conserve energy.

Energy managers will arrange for after hours HVAC needs.
PROCEDURE
The Assistant Director of Operations, Division of Administration will ensure that all Fire Code requirements are observed. This includes, but is not limited to, periodic inspections of alarms, fire extinguishers, exit lights, emergency lighting, and directions for evacuation of the buildings. Fire drills will be conducted at the direction of the Assistant Director of Operations, Division of Administration.
CHAIN OF COMMAND
The Executive Director is the staff member in charge during any emergency. The chain of command during emergencies, in the absence of the Executive Director, is:

Deputy Executive Director for Instruction
Associate Director for Administration
Chief Communications Officer

CALL 911
ESC 10 staff shall call 911 for any type of emergency related to fire, personal injury or illness, hazardous spills, environmental threats, threats from individuals or groups, or terrorist acts, including bomb threats.

WEATHER RELATED ACTIONS
The housing staff will monitor a weather radio. Severe weather warnings will be transmitted via the special radio. Staff members and other occupants will be instructed to take cover in the interior of the buildings in the event of an approaching tornado.

FIRE AND EMERGENCY ACTIONS

Fire Evacuation Routes
Evacuation routes shall be posted throughout ESC 10 facilities. Staff members shall be familiar with evacuation routes from any location.

Fire Alarms
Fire alarms shall be inspected annually and shall be monitored twenty-four hours a day by a monitoring service.

Fire Extinguishers
Fire extinguishers shall be available throughout the center and shall be inspected annually.

Emergency Drills
Emergency drills shall be conducted periodically.

Emergency Lighting
Emergency lighting and exit lights shall be inspected periodically to assure proper functioning in the event of a power outage.

ILLNESS OR INJURY
The Richardson Emergency Medical Response Team will be notified of any injury or medical emergency by calling 911. ESC 10 staff shall not dispense any type of medication, including aspirin, or other pain medications. Band-aids, if available, may
be provided for minor cuts or abrasions. Staff members responding to an illness, medical condition, or injury should arrange for someone to meet the Richardson Emergency Response team on their arrival and direct them to the proper location. In addition, the receptionist should be notified of the location of the injured or ill party. Callers to 911 shall clearly identify the address, either 400 East Spring Valley or 904 Abrams Road.

Communications with the media concerning any emergency shall be the responsibility of the Executive Director, or the Chief Communications Officer. In the absence of both, the Deputy Executive Director shall be the media contact. All communications with the media shall be reported immediately to the Executive Director.
PROCEDURE
Doors to all buildings will automatically lock in the afternoon and unlock in the morning according to the center work schedule and meeting room schedule.

After hours entry is available at selected entrances via security card. Security cards are issued to approved staff members who have official business at ESC 10 before or after hours. The security system records the name of the person entering the building and records the time and date of entrance.

The Housing Facilitator, with the approval of the Assistant Director for Operations, Division of Administration issues entry cards. The Human Resources Office maintains a current list of those employees with entry cards. The Human Resources Office will reclaim entry cards and keys from employees who retire or otherwise terminate employment. Lost entry cards and keys must be reported to the Housing Facilitator at the first opportunity.

Date Issued: 3/1/2006
Prepared by J. Roberts

UPDATE 1:
Approved by: [Signature]
PROCEDURE

Freight Deliveries
Freight deliveries shall be received at the appropriate dock. The Housing Facilitator should receive advance notice of any delivery that requires the assistance of the housing staff. Staff members should arrange for shipments to be delivered to the appropriate space within the building.
PROCEDURE
The Assistant Director for Operations, Division of Administration will assign storage space to each Division based on the request of the Division Executive. Off site storage rental requires the specific approval of the Executive Director.
USE OF EQUIPMENT AND SUPPLIES
CATERING

PROCEDURE
The staff member in charge of the catered event is responsible for all arrangements pertaining to the caterer. This includes set up, serving, and clean up of food after the event.
PROCEDURE

Coffee will normally be provided for visitors and staff until 10:00 a.m., and at other times by special arrangement. The housing staff has the responsibility for purchasing and preparing coffee.

Staff members will be assessed a monthly fee for coffee, if they drink coffee at work. The monthly fee will be deducted from their monthly pay. This payroll deduction will be selected at time of employment.
PROCEDURE
The Assistant Director for Operations, Division of Administration is responsible for maintaining ESC 10 facilities. Priority will be given to the health, safety, and comfort of staff and visitors.

Some maintenance, custodial services, and repair functions will be outsourced. These may include, but will not be limited to: fire alarms, emergency lighting, elevators, fire extinguishers, grounds, security and energy management systems, heating, ventilating, air conditioning (HVAC).

The Housing Facilitator will implement an efficient procedure for receiving and processing work orders.

The Housing Facilitator is the primary administrator of facility maintenance outsource contracts.
USE OF EQUIPMENT AND SUPPLIES
MEETING ROOM SCHEDULING

PROCEDURE
Meeting rooms will be scheduled on the ESC 10 scheduling system. The system provides for entering all the data needed to provide the housing staff with information on when and how to set up the rooms, as well as making decisions concerning the need for off-site parking.

The data will be considered final, and hard copies will be produced at 9:00 a.m. on the workday prior to the meeting.

The staff meeting contact should verify the accuracy of the data on the hard copy of the data for the Spring Valley site on Thursday or Friday of the week preceding the meeting.

The Spring Valley receptionist will communicate via email and request the appropriate contacts to verify the data at the reception desk at Entrance A. Any changes must be entered electronically before 9:00 a.m. on the day preceding the meeting.

The Abrams site receptionist, under the direction of the Assistant Director of Finance, Division of Instruction, will verify the data for the Abrams custodial staff.

The Executive Assistant to the Executive Director will schedule the Board Room. The individual designated by the department head will schedule the various divisional and departmental conference rooms.

Date Issued: 3/1/2006       Prepared by J. Roberts

UPDATE 8: INDEX -      Approved by: John Shugart
EQUIPMENT AND SUPPLIES       Executive Director
USE OF EQUIPMENT AND SUPPLIES

PARKING

PROCEDURE
Staff members will be assigned to parking groups and provided with permits to be affixed to the left side of the rear window of their car. Parking groups will be required to park off-site on certain days in order to accommodate visitors. The Christian World parking lot and the North Dallas Bible Fellowship parking areas are available for staff Monday through Friday. Mosque parking is available Monday through Thursday. The Human Resources office will issue and manage the database for parking permits.

Spring Valley staff will refrain from parking in the area from entrance A east to entrance C, and from entrance C south for ten spaces on either side of the drive. Staff arriving after 1:30 p.m. may park in any available space.

Designated areas may be reserved for Mosque parking on Friday.

Date Issued: 3/1/2006
Prepared by J. Roberts

UPDATE 8: INDEX - EQUIPMENT AND SUPPLIES
Approved by: Executive Director
PROCEDURE
Internal and external signage is the responsibility of the Assistant Director for Operations, Division of Administration. All signage will meet ADA requirements and conform to existing city codes.
PROCEDURE
Break rooms and patios are provided for the convenience of staff and visitors. Staff members are responsible for cleaning the space or equipment they use after coffee break or lunch. Refrigerators are provided for the convenience of staff. Food should not be left over the weekend. Any food items should be identified with the name of the owner (the person who brought the item(s)).

Refrigerators shall be thoroughly cleaned each Friday afternoon.
USE OF EQUIPMENT AND SUPPLIES
VENDING OPERATIONS

PROCEDURE
Vendors will be selected annually based on criteria established and published in a Request for Proposal. The Housing Facilitator will interface with the vendor to resolve any problems or issues that arise with vending operations. Staff will honor any and all agreements between the Vendor and the ESC 10.

Date Issued: 3/1/2006
Prepared by J. Roberts

UPDATE 8: INDEX - EQUIPMENT AND SUPPLIES
Approved by: [Signature] Executive Director
PROCEDURE
All buildings are smoke and tobacco free. Smoking and tobacco use are prohibited inside any ESC 10 building.

Cigar and pipe smoking is prohibited anywhere on ESC 10 property. The front entrance of each building should remain tobacco free.
PROCEDURE:
General Procedures
1. The highest priority shall be given to conducting activities integral to, or directly associated with project, programs and services of the ESC 10.
2. ESC 10 facilities are designated as drug-free, non-tobacco use, non-alcoholic-beverage areas.
3. Except for special circumstances approved by the Executive Director, facilities shall not be made available to external entities for financial profit activities.
4. Personal or social events such as reunions, wedding receptions, showers, etc., shall not be allowed.
5. General care and security for the facilities and equipment are imperative. Such care is the responsibility of the ESC 10 Designated Contact and members of groups using facilities at any time.
6. The security of individual persons and their personal property while participating in activities at the ESC 10’s facilities is imperative. All persons associated with an event are responsible, individually and collectively, for such security.
7. Facilities will be available for use by external groups only from 8:00 a.m. until 8:00 p.m. Monday through Thursday and 8:00 a.m. until 6:30 p.m. on Friday.

Facility Usage for Other Than ESC 10 Programs
1. In addition to ESC 10 projects, programs and services, ESC 10 facilities may be utilized by approved eligible groups.
2. Eligible groups include (1) local school districts or campuses served by ESC 10, (2) educational professional organizations, (3) institutions of higher education, (4) ESC 10 Business/Education Partners and (5) groups officially chartered as public nonprofit in the State of Texas and approved by ESC 10’s Executive Director.
3. Any and all uses of the ESC 10’s facilities by eligible groups shall be subject to all other applicable provisions set forth herein.

Scheduling Procedures and Responsibilities
1. ESC 10 program personnel will schedule facilities via the Facility Scheduling System. Unless otherwise authorized specifically by the Executive Director, facilities may not be scheduled more than fifteen (15) months in advance.
2. ESC 10 facilities for eligible groups will be scheduled by the eligible groups Designated Contact.
3. Initial scheduling requested by outside eligible groups may go to an ESC 10 staff member that may appropriately serve as a Designated Contact or the request will go to the Housing Facilitator. The Housing Facilitator will work with a member of the Leadership Council to match the eligible group with an appropriate ESC 10 contact for follow through.
4. The Housing Facilitator will handle all requests from groups that have not been verified as an eligible group. All groups that desire to rent facilities will interface with the Assistant Director For Operations.

5. For each individual event, a representative of the using party must be designated to interface and coordinate with the ESC 10 Designated Contact. The ESC 10 Designated Contact has the responsibility of assuring individual event compliance with all ESC 10 rules and procedures.

6. ADA accommodations, if required, are the responsibility of the organization using the facility. These accommodations include, but are not limited to, interpreters.

Facility Usage Fees
1. The intent of facility usage fees is to underwrite a portion of the operational costs incurred by ESC 10 as a result of facility usage.
2. Room fees will not be assessed for ESC 10 program usage during either routine or non-routine hours.
3. Coffee is routinely provided for all meetings and is included in the room usage fee.
4. Eligible user groups will be, and ESC 10 program events may be, assessed custodial fees according to the then current Facility Utilization Rate Card for custodial services performed outside the standard custodial work schedule. A custodial service fee for meetings extending beyond 8:00 p.m. Monday – Thursday, beyond 6:30 p.m. on Fridays, and for meetings on non-work days will be automatically assessed.
5. A Facility Utilization Rate Card will be used to determine fees.
6. ESC 10 computer labs have a standard image of application, virus protection, and filtering. Technician fees will be assessed if a custom installation or image is necessary to accommodate an eligible user group.

DESIGNATED CONTACT:
Identification
1. An Outside Group may have an established relationship with a staff member that can serve as the Designated Contact for booking meeting rooms.
2. Outside Groups that do not have an established relationship with a staff member will interface initially with the Housing Facilitator who will:
   a. Verify the Outside Group as an eligible user and obtain sufficient information about the group and the nature of the meeting to allow a member of the Leadership Council to select an appropriate Designated Contact to interface with the Outside Group.
   b. Contact a member of the Leadership Council with a request to select a Designated Contact.
   c. Follow up with the Outside Group to verify that contact has been established with a ESC 10 Designated Contact.
Responsibilities
1. Interface with the contact for the Outside Group to verify eligibility to use meeting rooms without charge and then to book a room if available.
2. Assure that the booking of the room is complete in all aspects, including room set up, expected attendance, etc. Include the name, organization and telephone number of the organization contact in the “Contact Field”. Include the name of ESC 10 Designated Contact in the same “Contact Field” when booking the room.
3. Assist the Outside Contact to assure that information concerning the meeting at ESC 10 provided to members of the outside organization is complete in all respects including exact location of the meeting and the entrances to be used for access to the building, particularly for after hour meetings.
4. Be familiar with the meeting and be able to answer questions from callers or be able to direct the caller to the Organizational Contact.
5. Assist Outside Contact in arranging for any technical or audiovisual assistance.
6. Meet with the Organizational Contact just prior to the meeting to confirm set up, exit time, etc. (All night meetings must be over and the room vacated by 8:00 p.m. Monday through Thursday and by 6:30 p.m. on Friday.) For night meetings, in the event assistance is required after hours, introduce the Organizational Contact to the security staff member on duty.
The existing land will be sufficient for ESC 10 needs through 2016.

The debt on the Abrams Building will be retired in 2012, assuming debt payment schedule does not change.

Existing informal parking agreements with Christian World and The Islamic Association of North Texas will continue through 2016, provided the arrangements continue to be satisfactory with both parties.

Television staff located at Richland College will be relocated to Spring Valley in 2006.

A minimum of $150,000 will be deposited in the capital improvement fund each year.

Carpets will be replaced as needed (approximately 14 year cycle).

Interior walls will be painted as needed (approximately 7 year cycle).

Major roof renovation will be scheduled as needed (approximately 20 year cycle).

Exterior painting of the Administration building will be scheduled as needed (approximately 7 year cycle).

All asphalt parking area will be replaced with concrete parking by 2012. One half to be completed in 2007.

Any need for additional office space will be accomplished by refurbishing existing space now used for storage and converting to office space.

As the storage requirements exceed our capacity, off site storage space will be rented.

If office space requirements exceed our capacity, off site space will be rented to accommodate our needs.

If excess office space does exist in the future, every effort will be made to lease space to a compatible entity, such as a school district, community college, city or county government, School Board Association or other similar entity.

The existing system of preventive maintenance for all HVAC systems and equipment will be continued. Individual units will be replaced only as needed.
FIRST FLOOR TOTAL AREA = 16,253 SQFT.

SCALE 1" = 20'-0"
SECOND FLOOR TOTAL AREA = 15,533 SQFT.
SCALE 1" = 20'-0"
FACILITY: EMERGENCY CONTACTS

- Fire, Police or other emergency – 911

- Director of Maintenance
  Jeff Ragsdale
  Office  972-348-1140
  Cell    214-876-4210
  Home   972-542-0622

- Housing Coordinator
  Sherry Rehm
  Office  972-348-1058
  Home   972-272-4717

- Assistant Director, Operations
  John Roberts
  Office  972-348-1056
  Cell    972-345-3810
  Home   972-235-3229