



THE ACADEMY OF THE NEW CHURCH  
CONSOLIDATED PLANT OPERATIONS/ PUBLIC SAFETY DEPARTMENT

**FREQUENTLY ASKED QUESTIONS**

Consolidated Plant Operations "...provides and maintains facilities, property, and equipment through efficient and cost-effective services, systems and on-going monitoring for its customers..." The Academy of the New Church, Bryn Athyn College of the New Church, Glencairn Museum, Cairnwood & Garden House, Cairncrest, Bryn Athyn Church & School, Bryn Athyn Cathedral, and Cairnwood Village. (Italics from working mission statement, October, 1995)

**How to Contact Us:**

The Academy of the New Church  
Consolidated Plant Operations  
2815 Benade Circle  
PO Box 278  
Bryn Athyn, PA 19009-0278

Voice: 267-502-2505

For Facilities emergencies after business hours, dial 267-502-2571 and follow the prompts carefully.

**CPO Manager:**

Jim Adams  
Voice: 267-502-2581  
Email: [jim.adams@ancss.org](mailto:jim.adams@ancss.org)

**Office Supervisor:**

Judy Merrell  
Voice: 267-502-2576  
Email: [Judy.Merrell@anc-gc.org](mailto:Judy.Merrell@anc-gc.org)

**Office Assistant:**

Tiffany Perry  
Voice: 267-502-2505  
Email: [Tiffany.Perry@anc-gc.org](mailto:Tiffany.Perry@anc-gc.org)

**Office Assistant:**

Elaine Walton  
Voice: 267-502-2505  
Email: [Elaine.Walton@anc-gc.org](mailto:Elaine.Walton@anc-gc.org)

**Facilities Department:**

Brian Llewellyn  
Voice: 267-502-2611  
Email: [Brian.Llewellyn@anc-gc.org](mailto:Brian.Llewellyn@anc-gc.org)

**Public Safety Department:**

Director: James Kalavik  
On Duty: 267-502-2424  
Tip Line: 267-502-4523  
Voice: 267-502-2681  
Email: [James.Kalavik@anc-gc.org](mailto:James.Kalavik@anc-gc.org)

Assistant Director: Traci Barney  
Voice: 267-502-2604  
Email: [Traci.Barney@anc-gc.org](mailto:Traci.Barney@anc-gc.org)

Business: 267-502-2550  
Address: 801 Tomlinson Road

**Custodial Department:**

Jody Maddock

Voice: 267-502-2505

Email: [Jody.Maddock@anc-gc.org](mailto:Jody.Maddock@anc-gc.org)

This document is intended to answer some common questions about the services that Consolidated Plant Operations (CPO) provides. We have included information from some other related organizations that you might find useful. The information has been sorted into categories for your convenience.

CPO serves the Academy of the New Church, Bryn Athyn College of the New Church, Glencairn Museum, Cairnwood and Garden House, Cairncrest, Bryn Athyn Church and School, Bryn Athyn Cathedral, and Cairnwood Village. Some of the policies and procedures outlined here do not apply to all of these organizations. Please check with the respective organization to confirm their policies before you make any plans. Throughout this document, note that points of contact for services or questions frequently vary between Bryn Athyn College and other CPO customers.

Please be aware that the information posted below is subject to change.

**List of Questions:**

**Emergencies**

- **Who do I call for an emergency?**
- **When should I call 911?**
- **What do I do if I need Public Safety?**
- **If I am injured on Academy or General Church property, who do I contact?**
- **Who do I contact if I have an accident in an Academy vehicle?**
- **What are the fire safety procedures on campus?**
- **What should I do if there is a toxic spill?**
- **When a burglar alarm goes off on campus what should I do?**
- **Who do I call if my heat is off?**

**Services**

- **How do I make a maintenance request?**
- **When I have submitted a maintenance request to CPO, how can I check the status of it?**
- **How quickly will my maintenance request be handled when I call in to CPO?**
- **How do I make a maintenance request if I don't have Outlook?**
- **Who do I call for moving furniture, or to have furniture assembled?**
- **How do I address mail?**
- **What is the schedule for mail deliveries?**

- How are FedEx, UPS, or other overnight packages delivered?
- Where do I get a phone directory?
- How do I obtain a key for a specific room or building?
- How do I obtain a key to the Fitness Center?
- How do I replace a lost or stolen Fitness Center key?
- How do I access the College Center Fitness Center?
- How do I find out about office cleaning in an Academy building?
- When and where is trash and recycling picked up?
- Who do I call if I have a question about trash or recycling?
- Who is eligible for custodial supplies?
- What is the snow removal procedure?
- Who do I call for ice on steps of the Academy building in which I work?
- How do I find out if school is closed because of snow?

### Scheduling

- How do I schedule use of an Academy van?
- How do I obtain a building use permit for Academy buildings?
- How do I schedule an event in an Academy building?
- How do I get tables, chairs and platforms for Academy functions?
- Who do I contact to rent the Ice Rink?
- Who do I contact to rent Cairnwood?

### Policies

- May I borrow tools, ladders, vehicles, or other equipment from CPO?
- What do I do for an office move?
- What is the policy on space heaters?

### Housing

- How do I find out about availability of Academy housing?
- May I do my own wiring?
- May I get cable TV?
- May I have a satellite dish or antenna?
- Is the Academy responsible for my belongings in my rented Academy housing?
- May I have a refrigerator, microwave, or air conditioner in my dorm room?
- May I put up my own shelves?

### Other

- What is the management structure of CPO?
- Who do I call for local government issues?

- **Who do I call for computer or network help?**
- **Who do I call if I need repair on an Academy copier or overhead projector?**
- **How can I find out about pesticide use on campus?**

### **Emergencies:**

#### **Who do I call for an emergency?**

If you need to report a fire, life-threatening situation or some other emergency, please call **911**. Your call will be answered by trained emergency dispatchers who will make sure you get the necessary help.

There are many other situations where you might need the immediate assistance of the Department of Public Safety. You may reach the Department at any time by calling **267-502-2424**.

Below is a link to Bryn Athyn College's Crisis Management information site:

<https://brynathyn.edu/student-life/campus-services/department-of-public-safety/crisis-response/>

#### **When should I call 911?**

You should call **911** any time you feel that there is an immediate threat to life or property. If you see or smell smoke or see fire and you cannot immediately determine that the source is normal please call **911**. If you hear a smoke detector or fire alarm bell ringing please call **911**. If you feel threatened by someone or if you see someone being threatened or assaulted in any way please call **911**. If you would like to speak to a police officer and your situation is not urgent, please call 215-947-3131.

#### **What do I do if I need Public Safety?**

You may reach the Department of Public Safety any time by calling 267-502-2424. The Director is James Kalavik. His direct line is 267-502-2681.

Below is a link to Bryn Athyn College's website for more information about the Public Safety

Department: <https://brynathyn.edu/student-life/campus-services/department-of-public-safety/>

#### **If I am injured on Academy or General Church property, who do I contact?**

If the injury is serious, life-threatening or if immediate assistance is needed, call **911**.

At Bryn Athyn College, students should report to the College Health Center for medical assistance. See link for more information: <https://brynathyn.edu/student-life/student-health-services/>

If the injury involves a Secondary School student, is not serious and happens while in class or at a sporting event the student should see his or her coach or teacher. If the injury happens in a dorm he or she should see the dorm parent. The teacher/coach/dorm parent will decide if emergency services should be called or if a visit to the school nurse is required. The school nurse can be contacted at **267-502-2546**. contact If the school nurse is not in her office there are instructions on her voicemail on how

to contact her. It is the responsibility of the teacher/coach/dorm parent to file an Accident/Incident Report form with the school nurse by the next business day. Blank incident report forms are available in the Business Office or the Doering Health Center. If a student has an injury and is not in class or at a sporting event, the student should go to the school nurse or find the nearest responsible Academy representative.

Employees injured while at work or during an off-site work-related activity should notify their HR Office of the injury to that our Workers' Compensation carrier may be notified and so protocols can be reviewed for treatment by a panel provider. Emergency treatment should be sought by/from the closest emergency provider, with any follow-up treatment to be provided by a panel provider. The employee's supervisor should also be notified and an Accident/ Incident Report for should be filed by the next business day following the injury.

If the injury does not involve either a student or employee and is not serious the individual should contact the Academy Business Office.

### **Who do I contact if I have an accident in an Academy vehicle?**

If someone is injured in a vehicle accident, call **911** and the police. Exchange insurance information and driver's license information with the other driver(s) in the accident and write a description of what happened. Take pictures. By the next business day, contact your supervisor to complete an incident report which can be found on the Projects Drive in the Campus Information folder, then fax or scan it to Cara Hyatt-Nelson at 267-502-2631; [cara.hyatt-nelson@anc-gc.org](mailto:cara.hyatt-nelson@anc-gc.org). Any questions call Cara Hyatt-Nelson at 267-502-2631.

### **What are our Fire Safety procedures on campus?**

Your response to a fire or any type of hazardous emergency should be to call **911**. You should also take appropriate steps to evacuate the area and limit the spread of the fire, without endangering yourself or others. Fire prevention efforts and procedures vary from building to building. The Department of Public Safety is available to provide more detailed information and training in these areas. See also specific crisis response info for Fire at Bryn Athyn College website: <https://brynathyn.edu/student-life/campus-services/department-of-public-safety/crisis-response/>

### **What should I do if there is a toxic spill?**

Your response to any type of hazardous emergency should be to call **911**. You should also take appropriate steps to evacuate the area and if possible limit the spread of the hazard, within the limits of your training. Accident prevention efforts and procedures vary from building to building. The Department of Public Safety is available to provide more detailed information and training in these areas. See also specific crisis response info for Chemical Spill at Bryn Athyn College website: <https://brynathyn.edu/student-life/campus-services/department-of-public-safety/crisis-response/>

### **When a burglar alarm goes off on campus what should I do?**

If you do not know the reason for the alarm, please contact the police by calling **911**. You should also contact the Department of Public Safety at 267-502-2424. If you are CERTAIN that the alarm is false please contact the Department of Public Safety only. They will respond to verify the alarm and assist in resetting the system.

### **Who do I call if my heat is off?**

During normal business hours you should contact CPO at 267-502-2505. Calls during other times should be directed to the on call mechanic (267-502-2571) who will respond appropriately to your needs.

### **Services:**

### **How do I make a maintenance request?**

For an emergency maintenance request during business hours, please dial the CPO office number, 267-502-2505. For emergencies after hours, dial 267-502-2571 **and follow the prompts carefully**. The mechanic on call will be beeped and he will call you back to find out the nature of your request.

For regular maintenance requests, our preferred method is through the internet. Go to [myschoolbuilding.com](http://myschoolbuilding.com) to login and create a profile for yourself. Your user name will be your network email address and the default password is newuser. Click on the tab Maint Request and fill in all information. You will receive an email notification that your request has been received. This is the most efficient way to get your request into the system and also gives you a way to track the requests you make for CPO and IT and to schedule the use of a building or classroom. If you do not already have one, the IT Department will put a shortcut on your desktop upon request.

Bryn Athyn College: Residents are requested to submit non-emergency request through the maintenance request form on the Residence Life Website. Any emergencies should be directed to the Director of Residence Life or RA on Duty (215-680-4576) to be called into CPO.

Request form: <https://brynathyn.edu/student-life/residence-life/residence-life-maintenance-request-form/>

### **When I have submitted a maintenance request to CPO, how can I check status on it?**

All your requests can be tracked through [myschoolbuilding.com](http://myschoolbuilding.com). You will receive an email when your maintenance request is complete or if the status has changed for some other reason like, Parts on Order, etc.

### **How quickly will my maintenance request be handled when I call in to CPO?**

CPO receives over 4,000 requests per year. Each of these is logged in and a work order created, which can then be tracked. Generally, work orders are handled according to the degree of need or priority.

An emergency work order will be handled as quickly as possible, as this indicates inherent danger to persons or property. During off hours, contact the on-call mechanical duty person for emergencies (267-502-2571, follow the prompts carefully). (A reminder that any serious injury to a person, fire, or other potential disasters should be handled immediately by dialing **911** directly, NOT CPO).

**How do I make a maintenance request if I don't have Outlook?**

You are welcome to call 267-502-2505 at any time, to place an order for work to be done. If the phone is busy or not answered, please leave your request on the answering machine and it will be processed.

**Who do I contact for moving furniture, or to have furniture assembled?**

For College furniture requests, please contact Scott Frey, College Facilities Coordinator at (267) 502-2512. For all other requests, contact Director of Campus Services, Jody Maddock (267-502-2419) to arrange for these services. We appreciate as much advance notice as you can provide. We do not provide these services for residents of dormitories, apartments, or other institutional housing.

**How do I address mail?**

The proper way to address mail and packages for campus delivery is as follows:

Bryn Athyn College

(includes the following buildings: College Center Box 915, Brickman Box 462, Pendleton Box 717, Doering Center Box 475, all Cottages, Suites & Dorms Box 717)

Your Name  
Your Box # XXX (see numbers above)  
2945 College Drive  
Bryn Athyn, PA 19009-0XXX

Swedenborg Library

Your Name  
Box 740  
2925 College Drive  
Bryn Athyn PA19009-0740

Pitcairn Hall

(Includes Security Box 699, IT Box 711, Finance Box 45)  
Your Name  
Your Box # XXX  
801 Tomlinson Road  
Bryn Athyn PA 19009-0XXX

Academy of the New Church Secondary Schools

(Includes deCharms, Benade, Fine Arts, Box 707, MPAC Box 706, Dorms Box 707, Doering Health Center Box 710, Asplundh Field House Box 745, Advancement Box 708, CPO Box 278)

Your Name  
Your Box # XXX  
2815 Benade Circle  
Bryn Athyn PA 19009-0XXX

Sometimes when ordering online, you will be unable to put the Box #. If that happens, simply put your building's box number after the street address.

This applies to all mail whether it comes U.S. Postal Service, UPS, or FedEx. Your mail will be delivered to your building during the next campus mail delivery run. If you are waiting for a package or if you have received notification that your package was delivered here, feel free to stop by and pick it up or call 267-502-2505 to see if your package is here.

If you don't know your box number, please call CPO at 267-502-2505 or refer to the inside back cover of the Bryn Athyn Directory.

### **What is the schedule for mail deliveries?**

The schedule should be posted in the mail reception area in your building or CPO (267-502-2505) for the latest version.

### **How are FedEx, UPS, or other overnight packages delivered?**

These packages should all come to your street address, same as above. The only exception is packages addressed to 2815 Benade Circle will be delivered directly there.

### **Where do I get a phone directory?**

Directories are available on the Academy network at N:\Phone Directories\Main Phone Dir.xls. Cairncrest and the Bryn Athyn Church also publish directories for their organizations.

### **How do I obtain a key for a specific room or building?**

Please submit your request to Traci Barney at 267-502-2604 or via email to [Traci.Barney@anc-gc.org](mailto:Traci.Barney@anc-gc.org).

Please be aware that requests are considered on a case-by-case basis and not all key requests are honored.

### **How do I obtain a key to the ANC Fitness Center?**

Contact Kim Adams to obtain a key, 267-502-4514.

### **How do I replace a lost or stolen ANC Fitness Center key?**

Contact Kim Adams 267-502-4514, with all pertinent information. She will arrange for a replacement key. The fee for replacement of lost Fitness Center keys is \$20. Keys that are reported lost or stolen will be disabled.

### **How do I access the College Center Fitness Center?**

Students, staff and faculty of Bryn Athyn College are not allowed to use the Fieldhouse Fitness Center but are allowed to use the College Center Fitness Center. For additional information on access,



availability and policies, please consult the Bryn Athyn College Fitness Center web page. <https://brynathyn.edu/fitness-center/> Any additional questions can be addressed specifically to Scott Jones, Director of Health and Wellness at [scott.jones@brynathyn.edu](mailto:scott.jones@brynathyn.edu).

### **How do I find out about office cleaning in an Academy building?**

CPO has a Custodial Department that provides cleaning services in ANC buildings. If you have questions about cleaning please contact CPO at 267-502-2505. At Bryn Athyn College, you may also contact College Custodial Manager - Michael Austin 267-502-2794.

### **When and where is trash and recycling picked up?**

Trash is picked up in school buildings every weekday. Simply place your trash can outside your door and it will be picked up.

If you live in a dorm, take your trash to the central trash toter for your building. These toters are emptied every weekday. If you don't know where the trash location is for your building, please speak to your dorm director.

Trash pickup from satellite residential housing varies with each location. Please call 267-502-2505 to find out when and where trash is picked up for your location.

The Academy and College use a single-stream recycling program and toters for recycling should be with trash toters.

### **Acceptable Items**

- Flattened cardboard
- Brown paper bags
- Junk mail
- Glass bottles and jars
- Magazines
- Newspapers
- Phone books
- Aluminum cans, aluminum foil and pie tins
- Office paper
- Plastic bottles
- Paperboard
- Steel cans and empty aerosol cans

### **Unacceptable Items**

- Plastic bags
- Plastic tubs
- Garbage

The campus also recycles batteries, computers, printers, fax machines, TVs, cell phones, keyboards, toner, metal, and fluorescent light bulbs. Batteries can be sent to Box 278 for disposal. Please contact

CPO at 267-502-2505 or the IT Department at 267-502-2680 for the removal and disposal of computer equipment. We store these items in a locked shed and periodically a special processing company picks them up and recycles/disposes of them properly.

### **Who do I call if I have a question about trash or recycling?**

Contact the CPO office at 267-502-2505.

### **Who is eligible for custodial supplies?**

Any campus building is eligible for custodial supplies. Supplies for a building would be stored in the supply closet. If you don't know where the supply closet is, or it is locked, call CPO at 267-502-2505.

### **What is the snow removal procedure?**

Most snow removal is performed by the grounds contractor. Every snowfall is continuously monitored from beginning to end. Crews are mobilized as needed for plowing, shoveling and salting.

Every attempt is made to clear steps as soon as the snowfall stops. If the forecast calls for significant accumulation the steps will be cleared more than once to keep them passable. If you feel that a particular set of steps needs attention contact CPO at 267-502-2505. We will address the situation as best we can.

If you have a special event going on during a snow or ice event contact CPO at 267-502-2505 and we will pay special attention to that area.

Residents who lease property from the Academy are expected to clear snow from certain areas near their residence. This is normally explained in the terms of the lease. If you have any questions, please contact Jody Maddock at 267-502-2419. For College properties, contact either Scott Frey, College Facilities Coordinator at (267) 502-2512 or Dan Allen, CFO, at (215) 267-2636.

### **Who do I call for ice on steps of the Academy building in which I work?**

Please contact CPO at 267-502-2505 during normal business hours. After hours contact the Department of Public Safety at 267-502-2424. They will contact the snow removal crews.

### **How do I find out if school is closed because of snow?**

Secondary Schools: Listen to KYW (1060 AM) news radio and listen for school number 420, or check the KWY website. The Secondary Schools also use a notification system.

Bryn Athyn College: See link on website regarding unplanned school closings:

<https://brynathyn.edu/student-life/campus-services/department-of-public-safety/unplanned-school-closings/>. College students and employees are notified via various means – text, email, voice mail – using Omnilert. Students are alerted by the College Office to sign up for this service at the beginning of the school year.

## Scheduling:

### **How do I schedule use of an Academy van?**

Occasionally vans are available for uses that are not strictly school related. However, Academy and College uses always have the right of first refusal so there is a chance your use of the vans could be bumped at the last minute.

Vans are never available for personal use.

To schedule the use of a Secondary School van, you may call Kim Adams at 267-502-4514 or email [Kimberley.adams@ancss.org](mailto:Kimberley.adams@ancss.org) To schedule one of the College vans, call Casey Schauder at 267-502-2401 or email [casey.schauder@anc-gc.org](mailto:casey.schauder@anc-gc.org).

Academy vans are parked at DeCharms Hall. Keys are available in the CPO office located inside Benade Hall CPO Office. To return a van, simply back it into one of the spots marked for vans and return the key to the office. If you are returning after regular business hours, the key can be dropped into the key drop box located just outside the CPO office.

College vans are parked at the rink parking lot. The Glencairn van is parked at Glencairn. Keys for College vehicles should be returned directly to the College office.

### **How do I make a building use request for Academy buildings?**

During normal school hours school buildings are scheduled for student use. After normal school hours (4:30 pm on the weekdays) and during the summer usage of the Secondary School buildings must be coordinated and approved by the Director of Campus Services, Jody Maddock (267-502-2419). (For College buildings, see further below.) All use requests should be submitted **at least** fourteen (14) days before the event. You may contact Elaine Walton at 267-502-2529 with any questions about the scheduling process or if you are having problems with FS Direct or [myschoolbuilding.com](http://myschoolbuilding.com) (see below). There are a number of building regulations that all users must follow. It is the responsibility of the person requesting the use to read and understand these regulations.

### **Please note that this is a new procedure for making building use requests.**

For regular scheduling requests, our preferred method is through the internet. Go to **[myschoolbuilding.com](http://myschoolbuilding.com)** to login and create a profile for yourself, if you do not already have one from using Maintenance request or IT request. (Your user name will be your network email address and the default password is **newuser**.) Click on the tab **Schedule Request** at the top. Pick which type of schedule you are requesting, most requests will be for "normal schedule". If you are not sure, please call Elaine Walton at 267-502-2529. Fill in all boxes with a check mark next to them and answer all additional information. You will receive an email notification that your request has been received. This is the most efficient way to get your request into the system and also gives you a way to track the requests you

make. If you do not already have one, the IT Department will put a shortcut on your desktop upon request.

Please use this procedure to request use of the following buildings: deCharms, Benade, Fine Arts Building, MPAC, Secondary School Dining Hall, all student housing, Pendleton Hall, Brickman Center, Doering Center, College Center and Pitcairn Hall. All other buildings see below.

Bryn Athyn College also uses the Outlook Calendar events feature for space reservations, with each building/outside space having a manager who approves reservations as events. CPO and Security are linked into events scheduled via [myschoolbuilding.com](http://myschoolbuilding.com) as necessary to notify for matters such as cleaning, patrol, building access, etc.

Asplundh Field House – Call Kim Adams at 267-502-4514.

Glencairn – **Call Leah Smith at 267-502-2993.** You will need to call them 6 months to a year in advance to plan an event. For more information see their website at [www.glencairnmuseum.org](http://www.glencairnmuseum.org).

Cairnwood – Call Cairnwood at 215-947-2004. Leave a message for the events director.

There may be a rental fee charged for the use of an Academy building when your event is not specifically a school or church function. There are different rates and policies for different areas of the campus. For Secondary School properties, please call the Director of Campus Services, Jody Maddock, (267-502-2419) or Elaine Walton (267-502-2529) if you need additional information. For College properties, please call Chandra Hoffman (267-502-4884). See the link below: <https://brynathyn.edu/about/campus-and-facilities/facility-rentals/>

### **How do I get tables, chairs and platforms for Academy functions?**

All tables, chairs and platforms which the Academy owns can be loaned for Academy functions. (They cannot be rented for private functions.) They are stored at the Asplundh Field House. Contact Kim Adams at 267-502-4514 to coordinate the loaning of tables, chairs and platforms.

### **Who do I contact to rent the Ice Rink?**

Contact Jared Jungé (215-317-3417) Thanksgiving-Spring Break and Chandra Hoffman (267-278-4125) March-November.

### **Who do I call to rent Cairnwood?**

Call the Cairnwood events director at 215-947-2004.

### **Policies:**

### **May I borrow tools, ladders, vehicles, or other equipment from CPO?**

Any personal use of ANC vehicles and equipment is prohibited. Certain equipment can be borrowed for Academy functions from CPO at the discretion of the Facilities Manager, Brian Llewellyn. (267-502-2611)

### **What do I do for an office move?**

We have centralized the process for moving offices. All requests go directly through the Help Desk. However, at the College, for new hires/ separations, Human Resources should receive all requests and is responsible for coordinating with IT and other departments regarding logistics. For all other College moves, contact Scott Frey, College Facilities Coordinator at (267) 502-2512. Only department heads or assistants on their behalf should be making move requests. These requests include changes in phone numbers or adding a phone. The Help Desk, once contacted, will contact the person(s) involved in the move or change asking them a series of questions. From there the Help Desk will select a date the move or change will occur and coordinate technical (phone, fax, printer, computer, etc.) and furniture moves via a work order. All processes within each move will be coordinated to occur on the date scheduled.

You can ensure an efficient process if:

1. Only one person makes the request so that multiple work orders are not prepared. Please make requests through your department head.
2. You do not attempt to make any technical moves on your own, only the IT people are to do this.
3. You put your request in early. In most cases your request will be completed within 10 business days. The IT department becomes extremely busy just before and after school opening. A request made between August 15 and September 15 will take up to 3X longer (up to 30 business days).

If any request involves new furniture, please ask your department head or assistant directly.

### Your Responsibility:

Please read the following list carefully. These are the things that you will be responsible for in your office move. Everything below must be complete the night before the move. Movers start as early as 6 am the day of the move.

- Desk must be cleared and empty. Please box and label all items IN and ON your desk.
- Box and label all personal items. Unboxed personal items will not be moved.
- File cabinets: At the move meeting CPO will determine if you need to remove files from the file cabinet. If it is determined that files must be removed they must be placed in boxes and labeled.
- Clearly mark EVERYTHING in your office with Post-IT notes as to what is to move and what stays. Please specify: Move; Storage; Stay; Trash.
- CPO will make every effort to hang your wall hangings the same day. If time does not permit it will be done within the next several days.

IMPORTANT NOTE: If these things are not completed your move will be re-scheduled. This could take up to several weeks. If you have any questions, please contact Scott Frey at (267) 502-2512 for College moves or Campus Services (267-502-2419 for all other moves.

### **What is the policy on space heaters?**

Faculty, staff, and campus residents are welcome to use space heaters with CPO approval. Space heaters must be electrically powered, and they must be equipped with a safety device that will shut the unit off if it is tipped over. Heaters that use kerosene or other flammable liquids are prohibited. CPO maintains a small inventory of space heaters that may be loaned in the event of an equipment failure or other maintenance problem. For approval contact Brian Llewellyn at 267-502-2611.

### **Housing:**

#### **How do I find out about availability of Academy housing?**

The Academy owns housing to provide for the needs of the institution. Academy needs include plant support personnel, transition housing for faculty and staff, dining hall supervision, dorm supervision, married students, theological students and sometimes traditional student housing. The School heads and the Director of Campus Services review housing needs and determine the best way to use this scarce resource. For many years there has been a shortage of housing in Bryn Athyn and Academy housing has been fully subscribed. On rare occasions the institution will have a house or apartment available for rent to the Bryn Athyn community. If this happens, rental terms will normally be limited to one year periods that may be renewed if the institution continues to not have need of the unit. When housing becomes available to the community the Director of Campus Services is responsible for renting the unit. The Director of Campus Services is Jody Maddock. He can be reached at 267-502-2419.

Bryn Athyn College rental properties are handled through the Chief Financial Officer's office in accordance with a Real Estate policy (available on request for eligible renters.) Contact Dan Allen at 267-502-2636 or [daniel.allen@brynathyn.edu](mailto:daniel.allen@brynathyn.edu) with questions.

#### **May I do my own wiring?**

Electrical work of any kind must be performed by CPO or by a CPO-approved contractor.

#### **May I get cable TV?**

Cable installations are to be coordinated through the IT Department.

#### **May I have a satellite dish or antenna?**

Satellite dishes and antennae are not allowed in most areas. Exceptions might be granted at some Academy-owned real estate locations, with prior permission from CPO.

#### **Is the Academy responsible for my belongings in my rented Academy housing?**

No. The renter is responsible for any personal belongings in an Academy owned house. The Academy provides insurance for the dwelling itself and insures itself for the liability of ownership. The Academy often recommends that a renter purchase renters insurance for liability and personal property.

**May I have a refrigerator, microwave, or air conditioner in my dorm room?**

Academy of New Church Student Housing- One small refrigerator is allowed per dorm room. The owner of the refrigerator must make arrangements with the dorm director in advance. Small microwave ovens are allowed in dorm rooms. Air conditioners are not allowed in student dorm rooms.

Bryn Athyn College Student Housing: One small refrigerator is allowed per student in each room. No microwaves or air conditioners are permitted as they provided. Please see the Bryn Athyn College Student Handbook or contact Michael Austin, Director of Residence Life, for further details.

**May I put up my own shelves?**

We prefer to have CPO personnel install shelves and other heavy furnishings. This helps us to be sure that no safety hazards are created. You may hang small items like pictures, etc. yourself. Bryn Athyn College Residents are not permitted to install fixtures or shelves in College operated student housing.

**Other:**

**What is the management structure of CPO?**

CPO is divided into five functional groups:

Facilities Department – Brian Llewellyn - 267-502-2611

College Facilities Coordinator – Scott Frey 267-502-2512 (reporting to Dan Allen)

The Buildings Department handles any issues regarding building maintenance. This includes plumbing, heating and air conditioning, electrical, telephones, renovation, and minor maintenance.

Grounds Department – Jim Adams - 267-502-2581

Grounds work is out-sourced to a grounds contractor. Jim Adams is the primary liaison. Any issues regarding grounds including athletic fields, tennis courts and roads and paths are the responsibility of the Grounds Department.

Historic District Buildings / Snow removal coordination – Luke Betz – 267-502-2666

Any maintenance or project work at our historic buildings is coordinated by Luke Betz.

Custodial Department – Jody Maddock - 267-502-2419

College Custodial Manager - Michael Austin 267-502-2794 coordinating operations through Lisa Granja-Santos.

The Custodial Department is responsible for cleaning of ANC buildings with a full-time staff. This department also handles custodial supplies for ANC buildings.

CPO Office – Judy Merrell - 267-502-2576

Some of the functions of the CPO Office include, supporting the office activities of the other functional departments, maintaining CPO business data, mail, inventory management, and primary customer contact.

The Department of Public Safety is no longer managed through CPO. It reports to the Academy Treasurer.

Director – James Kalavik - 267-502-2681

All security and safety issues are handled by the Department of Public Safety.

If you are unsure about whom to call at CPO please call 267-502-2505 and someone will assist you in solving your problem.

The CPO Director is Jim Adams. He can be reached at 267-502-2581. College organizational or budget questions regarding facilities, IT or security matters should be directed to the College Chief Financial Officer, Dan Allen, at (267) 502-2636.

#### **Who do I call for local government issues?**

Call Vikki Trost, Bryn Athyn Borough Manager, at 215-947-9889. Borough government issues include septic pumping, garbage removal, sidewalks and paths, and roads. Some Academy housing has trash removal provided through the Borough. These include the dormitory resident apartments.

#### **Who do I call for computer or network help?**

Call the IT Help Desk at 267-502-2680.

#### **Who do I call if I need repair on an Academy copier or overhead projector?**

Bryn Athyn College: Contact the IT Help Desk at 267-502-2680. Academy Secondary Schools: Contact Hayley Gunther at 267-502-4877

#### **How can I find out about pesticide use on campus?**

The Academy has developed a Landscape Management Plan that defines maintenance standards for the campus. Among other things this plan outlines pesticides that are approved for use. This plan has been carefully reviewed by a highly regarded professor of plant pathology at Penn State University, the Montgomery/Bucks County Extension Service and by legal counsel.

Only personnel licensed by the Pennsylvania Department of Agriculture will apply pesticides. Each commercially-licensed applicator receives required training for licensing every three years, including six credits of study in safety and general use of pesticides and an additional 10 credits for each specific category of use.



Information about pesticides approved for use on campus can be found in the Landscape Management Plan. Copies of the plan can be obtained on request by calling the CPO office at 267-502-2505 or emailing a request to [judy.merrell@anc-gc.org](mailto:judy.merrell@anc-gc.org). Also available at the CPO office are Material Safety Data Sheets and log sheets that summarize information about past pesticide applications. MSDS sheets summarize manufacturer information regarding the pesticide in question.

As an additional service to the community, the Grounds Department designates areas where pesticides applications are planned with yellow flags prior to the application. This will give you the opportunity to avoid the area if you wish. Flags will remain in place until the pesticide has dried and for at least 24 hours.

**Academy Parking Policy**

**Academy of the New Church – Bryn Athyn College  
Department of Public Safety  
Policies and Procedures**

<b>Subject: Parking Enforcement</b>	
<b>Section: Parking</b>	
<b>Rule Number:</b>	
<b>Issued By: James Kalavik</b>	<b>Date Issued:</b>

**I: Justification**

Parking regulations are established in order to provide safe, adequate parking locations for employees, students and visitors. Intent is to provide safe routes of travel for pedestrians, other drivers and emergency vehicles.

**II: Scope**

This policy applies to the College, Secondary and Elementary campuses, and to all buildings in the Historic District. This policy describes parking space designations and enforcement standards for each.

Policy applies to all motorized vehicles – cars, trucks, motorcycles, and club (golf) carts.

**III: Procedures**

Parking decals will be issued each year, to employees, students and contract providers such as food services. Parking decals will NOT be required for vehicles which are otherwise marked as institutional vehicles.

Enforcement will be done by the Security and Safety staff (see section V).

**V: Space Designations**

Most parking lots and locations are open and available to anyone. Exceptions may be posted as listed below, for individual spaces or entire lots.

*Disabled/Handicapped:*

Marked by painted emblem or striping on ground, by sign, or both. Vehicles using these spaces must display appropriate handicapped license plate or windshield tag. The Security Department may issue temporary windshield tags for short-term cases.

*Visitors:*

Any vehicle with a campus parking decal is NOT a visitor, regardless of where they may usually park on the extended campus.

*Reserved:*

Spaces may be marked by specific signs as reserved for:

- Health Center staff and/or clients
- Residential (dormitory) directors, resident staff and resident assistants (RAs)
- Municipal Building employees, volunteers and visitors (Borough, Police, Fire Co)
- Motorcycles, low emission and car-pool vehicles
- Campus support vehicles (I/T, Security, CPO, Health, etc.)
- Time-limit or drop-off/pick-up
- Other designations as needed

*Restricted:*

Marked by specific signs as restricted for certain groups:

- Faculty/Staff
- Students [currently none posted this way]

*Open:*

All other spaces in paved or gravel lots are available for any vehicle, with or without a parking decal

*No Parking:*

No parking is permitted where there are no spaces indicated

- Roadways and parking lot aisles
- Fire lanes and loading docks
- Grass and other non-paved / non-gravel surfaces

Some exceptions described below for short-term load/unload

Some exceptions described below for service vehicles (delivery, landscapers, contractors)

**V: Enforcement**

Parking Violation notices will be marked as 'WARNING', or as '\$25 FINE'. Public Safety Officers will have limited discretion regarding which version to issue. There may be some flexibility for large public activities and athletic events, with consideration of safety hazards.

Parking Violations may be appealed to the Director of Public Safety.

Building managers, such as in the Historic District, may define specific exceptions to the policy and enforcement, in consultation with the Department of Public Safety.

Enforcement will be as follows, based on the designation of the parking space:

*Disabled/Handicapped:*

Enforced on a 24-hour basis. Offenders may be ticketed by Bryn Athyn Borough Police, if signage is in compliance with state regulations.

*Visitors:*

Enforced between 6 am and 6 pm, Monday through Friday when schools are in session.

No enforcement during evenings, weekends and school breaks.

*Reserved:*

Enforced on a 24-hour basis.

*Restricted:*

Enforced between 6 am and 6 pm, Monday through Friday when schools are in session.  
No enforcement during evenings, weekends and school breaks.

*Open:*

Vehicles parked overnight (12:00 midnight to 6:00 am) must display a campus permit.

*No Parking:*

Enforced on a 24-hour basis.

Exception granted for short-term load/unload (15 minutes maximum) in front of buildings, if roadways are not obstructed. Drivers should turn on hazard flashers, and move their vehicle as soon as possible. Exceptions granted for deliveries and service vehicles such as contractors and landscapers. If roadways are not obstructed, vehicles may be parked in front of buildings or in roadways when needed for active work. Otherwise, vehicles should be parked in appropriate parking spaces.