



THE ACADEMY OF THE NEW CHURCH
CONSOLIDATED PLANT OPERATIONS

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

Office Management:

Judy Merrell
Voice: 267-502-2576
Email: Judy.Merrell@anc-gc.org

Facilities Department:

Brian Llewellyn
Voice: 267-502-2611
Email: Brian.Llewellyn@anc-gc.org

Security and Safety Department:

Chief R. Scott Cooper
On Duty: 267-502-2424
Business: 267-502-2550
Tip Line: 267-502-4523
Scott Cooper voice: 267-502-2681
Email: RScott.Cooper@anc-gc.org
See also: <http://www.brynathyn.edu/wp-content/uploads/2013/10/AnnualSecurityReport.pdf>

Deputy Chief Traci Gray
Traci Gray voice: 267-502-2604
Address: 2815 Benade Circle
PO Box 699
Bryn Athyn, PA 19009-0699

Custodial Department:

Mike Czaplicki
Voice: 267-502-2505
Email: Michael.Czaplicki@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 Secondary Schools, Bryn Athyn College of the New Church (BAC), Glencairn Museum, Cairnwood & Garden House, Cairncrest, Bryn Athyn Church & 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 organizations to confirm their policies before you make any plans.

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

List of Questions:

Emergencies

- **Whom do I call for an emergency?**
- **When should I call 911?**
- **What do I do if I need Security?**
- **If I am injured on Academy or General Church property, whom do I contact?**
- **Whom 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?**
- **Whom 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?**
- **Whom do I call for moving furniture, or to have furniture assembled?**
- **How do I address mail? How are FedEx, UPS, or other overnight packages delivered?**
- **What is the schedule for mail deliveries?**
- **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 find out about office cleaning in an Academy building?**
- **When and where is trash and recycling picked up?**
- **Whom do I call if I have a question about trash or recycling?**
- **Who is eligible for custodial supplies?**

- What is the snow removal procedure?
- Whom do I call if there is ice on the 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?
- Whom do I contact to rent the Ice Rink?
- Whom 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?
- Whom do I call for local government issues?
- Whom do I call for computer or network help? (and Information Technology (IT) infrastructure information)
- Whom do I call if I need repair on an Academy copier or overhead projector?
- How can I find out about pesticide use on campus?

Academy Parking Policy

Emergencies:

Whom 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 CPO Security and Safety Department. You may reach the Department at any time by calling **267-502-2424**.

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 Security?

You may reach the Security and Safety Department at any time by calling 267-502-2424. The Security and Safety Chief is R. Scott Cooper. His direct line is 267-502-2681.

If I am injured on Academy or General Church property, whom do I contact?

Students

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

If the injury involves the general student population, is not a true medical emergency, and happens while on campus, the student should be referred to the respective schools Health Services Center/ school nurse. The Secondary School nurse can be contacted at **267-502-2546**. If the school nurse is not in her office there are instructions on her voice mail on how to contact her. The BAC Health Center can be reached by calling **267-502-6070** and the Nurse Practitioner can be reached at **267-502-6011**.

If the injury happens in a secondary school dorm he or she should see the dorm parent. The dorm parent will decide if emergency services should be called or if a visit to the school nurse is required. If the injury occurs in a college residence facility, the student can reach the residence manager on call at the following number **267-502-2950** and the residence manager can help facilitate the student's care.

If a student is injured during a school sanctioned athletic/or sports club event or practice, the injury will be acutely managed by the coaches and administrators present and the Athletic Training Staff will be notified. Appropriate acute care will be managed by the athletic training staff and or first

responders. EMS will be activated if the injury is a true medical emergency. Otherwise, care will be facilitated through the respective schools sports medicine department. Accident reports and claims will be filed by the respective school Head Athletic Trainer/ School Nurse/ Health services department.

If a student has an injury/illness and is not in class or at a sporting event, the student should go to the school nurse/student health services or find the nearest responsible Academy representative.

It is the responsibility of the teacher, dorm parent, resident manager, or official witnessing the accident to file an Accident/Incident Report form with the respective schools health center/ nurse by the next business day. Blank incident report forms are available in the Treasurer/Business Office (in Pitcairn Hall), the Doering Health Center or can be found on the BAC Health Center website.

Employees and Contractors/Campus Visitors

If the injury involves an employee or a contractor/campus visitor and is serious, life-threatening or if immediate assistance is needed, call **911**.

If the injury is not serious the employee should contact his or her immediate supervisor. The supervisor will assist the employee in finding the appropriate people to treat the injury. This may involve a doctor or going to the emergency room depending on the circumstances. The employee's supervisor must ensure that an Accident/Incident Report form is filed by the next business day following the injury. This form will be used for Workers Compensation Insurance purposes if this situation arises. Blank incident report forms are available in the Treasurer/Business Office (in Pitcairn Hall), the Doering Health Center or can be found on the BAC Health Center website.

If the injury involves a contractor/ campus visitor and is not serious the individual should contact the Treasurer/Business Office (in Pitcairn Hall). Accident reports are also required by anyone who may witness the accident or from the Treasurer/Business Office.

Whom do I contact if I have an accident in an Academy vehicle?

If someone is injured in a vehicle accident call the emergency services provider in the area the accident occurs 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. By the next business day contact your supervisor to complete an incident report which can be found on the Project Drive, Safety Committee folder then fax or scan it to Martha Nash 267-502-4999; marty.nash@anc-gc.org. Any questions call Marty Nash 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 Security and Safety Department is available to provide more detailed information and training in these areas.

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 Security and Safety Department is available to provide more detailed information and training in these areas.

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 Security and Safety Department at 267-502-2424. If you are CERTAIN that the alarm is false please contact the Security and Safety Department only. They will respond to verify the alarm and assist in resetting the system.

Whom 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. Please be sure to listen to the entire message and carefully follow the prompts to ensure your message reaches the on-call mechanic.

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 to login. Your user name will be your network email address and the default password is **newuser**. Create a profile for yourself. Click on the tab Maint Request and fill in all information with a red check next to it. 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 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. The submittal password for Maintenance Direct and Schedule Request is 'password'.

When I have submitted a maintenance request to CPO, how can I check the status of it?

All your requests can be tracked through 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. At the top of the myschoolbuilding.com page is a tab for 'My Requests'.

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

CPO receives over 6,000 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). (A reminder that any serious injury to a person, fires, or other potential disasters should be handled immediately by dialing **911** directly, NOT CPO).

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

Please contact Director of Campus Services, Jody Maddock (x2419) 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? How are FedEx, UPS, or other overnight packages delivered?

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

Bryn Athyn College

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

Your Name
Your Box # XXX
2945 College Dr.
Bryn Athyn, PA 19009-0XXX

Swedenborg Library

Your Name
Box 740
2925 College Drive
Bryn Athyn, PA 19009-0740

Pitcairn Hall

(Includes Office of Advancement Box 708, 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, CPO Box 278, Security Box 699)

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 USPS mail or any packages that are delivered thru the USPS will be delivered to your building during the next campus mail delivery run. Your packages will be delivered according to the delivery schedule of the shipping company.

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 call CPO (x2505) for the latest version.

Where do I get a phone directory?

Directories are available on the Academy network at N:\Phone Directories\Main Phone Dir.xls. Student phone numbers are listed at N:\Phone Directories\Student Directory.html. We do not publish printed copies of the Student Directory because they tend to become out-of-date very quickly. 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 R. Scott Cooper at 267-502-2550, RScott.Cooper@anc-gc.org or Traci Gray at 267-502-2604, Traci.Gray@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 membership and a key to the Fitness Center?

Contact Aileen Synnestvedt (267-502-2573) or Pegene Pitcairn (267-502-4516).

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

Contact Aileen Synnestvedt (267-502-2573) or Pegene Pitcairn (267-502-4516) with all pertinent information. They 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 find out about office cleaning in an Academy building?

CPO has a Custodial Department that provides cleaning services in Academy buildings. If you have questions about cleaning please contact CPO at 267-502-2505.

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 call 267-502-2505.

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 Secondary Schools and BAC 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.

Whom 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 are 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 grounds contractors. 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 live in a property that is licensed (formerly leased) from the Academy are expected to clear snow from certain areas near their residence. This is normally explained in the terms of the license (formerly lease). If you have any questions please contact Jody Maddock at 267-502-2419.

Whom do I call if there is ice on the steps of the Academy building in which I work?

Please contact CPO at 267-502-2505 during normal business hours. After hours contact security 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 KWTX website. The schools also use a notification system. Contact the school office to sign up.

Scheduling:

How do I schedule use of an Academy van?

Occasionally vans are available for uses that are not strictly school related. However, Secondary School and BAC 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 Aileen Synnestvedt at 267-502-2573 or email aileen.synnestvedt@anc-gc.org. To schedule the Glencairn van, call Doreen Carey at 267-502-2981 or email Doreen.carey@anc-gc.org. To schedule one of the BAC vans, call Courtney Kozar at 267-502-2474 or email Courtney.Kozar@brynathyn.edu.

Secondary School vans are parked at the side of deCharms Hall. Keys are available in the CPO office located on the ground floor of Benade Hall. 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 of the ground floor of Benade near the Fine Arts Building.

BAC vans are parked at the College and the Glencairn van is parked at Glencairn. Keys for College vehicles should be picked up and returned directly to the College office. Keys for the Glencairn van are picked up at CPO.

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

During normal school hours Academy school buildings are scheduled for student use. After normal school hours (4:30 pm on the weekdays) and during the summer usage of the school buildings must be coordinated and approved by the Director of Campus Services, Jody Maddock (2419). All use requests should be submitted **at least** fourteen (14) days before the event. You may contact Pegene Pitcairn at 267-502-2529 with any questions about the scheduling process or if you are having problems with FS Direct or 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** to login and create a profile for yourself, if you do not already have one from using Maintenance request. (Your user name will be your network email address and the default password is **newuser**. You will be directed to enter a personal password.) 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 Pegene Pitcairn at 267-502-2529. Fill in all boxes with a red check mark next to them and answer all additional information. The request password is **password** for all types of requests. 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, Junge’ Pavilion (November to April), Pendleton Hall, Brickman Center, Doering Center, College Social Center and Pitcairn Hall. All other buildings see below.

Asplundh Field House – Call Aileen Synnestvedt at 267-502-2573 and complete the Field House specific building permit found on the “N” drive.

Glencairn – Call Brian Henderson at 267-502-2966 or Doreen Carey at 267-502-2981. 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.

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.

Please call the Director of Campus Services, Jody Maddock, (x2419) or Pegene Pitcairn (x2529) if you need additional information.

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 or rented for non-Academy functions. They are stored at the Asplundh Field House. Contact Aileen Synnestvedt 267-502-2573 to coordinate the loaning or renting of tables, chairs and platforms.

Whom do I contact to rent the Ice Rink?

Contact the Director of Campus Services, Jody Maddock. (x2419)

Whom 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?

No. Any personal use of ANC vehicles and equipment is prohibited.

What do I do for an office move?

We have centralized the process for moving offices. All requests go directly through the Help Desk (267) 502-2680. 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 department staff 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 to contact Jody Maddock directly at 267-502-2419, Jody.Maddock@anc-gc.org.

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. Please contact Campus Services (x2419) if you have any questions.

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, and 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.

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 requires the purchase of renters insurance unless otherwise stated in the "License Agreement" and recommends that personal property be added to this insurance.

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

One small refrigerator is allowed per dorm room as long as it does not exceed three feet in height. Microwave ovens and air conditioners are not allowed in student dorm rooms.

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.

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

CPO is divided into six functional groups:

Facilities Department – Brian Llewellyn - 267-502-2611

The Facilities Department handles any issues regarding building maintenance. This includes plumbing, heating and air conditioning, electrical, 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.

Security and Safety Department – Scott Cooper - 267-502-2681

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

Historic District Buildings– Drew Nehlig – 267-502-4850

Any maintenance or project work at our historic buildings is coordinated by Drew Nehlig.

Custodial Department – Jody Maddock - 267-502-2419

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

Office Management Department – Judy Merrell - 267-502-2576

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

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.

Whom do I call for local government issues?

Call Vikki Trost, Bryn Athyn Borough Manager, at 215-947-9889 for local government issues. 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.

Whom do I call for computer or network help?

Call the Information Technology Help Desk at 267-502-2680.

Telecommunications:

Three Toshiba networked telecommunication switches provide telecommunications for the Academy and the General Church central offices at Cairncrest. Each has external trunk lines. The Cairncrest switch has a Verizon T1 line to the Academy to provide redundancy. Both the Academy and Cairncrest campuses have extensive copper plants. The system provides all the modern conveniences of voicemail, conferencing, etc. Most locations excluding dorm rooms are provided with Toshiba digital telephones. There are a number of analog lines as well as IP phones in place both on campus and at remote locations. In January 2007, telecommunications was transitioned to the IT department.

Data Communications:

The Academy has a fiber optics cable plant that supports its data network. CPO provides the fiber to each building. The IT department is responsible for connecting and managing the operation of the system beyond the fiber lines. Most locations around campus have access to the system including dorm rooms. Issue: The Academy operates several houses that provide additional housing for students who

cannot be placed in a dormitory. These locations do not have access to data or Academy telephone services.

Whom do I call if I need repair on an Academy copier or overhead projector?

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

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 ten 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. 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.

Plans for pesticide application are described on the Pesticide HOTLINE. The phone number for the Pesticide HOTLINE is 267-502-4899.

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

Subject: Parking Enforcement	
Section: Parking	
Rule Number:	
Issued By: R Scott Cooper, Chief	Date Issued: 03/28/14

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).

IV: 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 or lots 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

Resident students

Other designations as needed

Restricted:

Lots may be 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'. Security 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 Chief of Security and Safety.

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

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.

Vehicles parked in curb-side parallel spaces should be facing the same direction as the adjacent traffic lane would travel.

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.

Weather Emergencies:

During forecast or actual severe weather such as snow storms, employees and students may be asked to move vehicles to a designated location, to simplify clean-up/plowing efforts.