

Bartlett City Board of Education		3004
Descriptor Term: FACILITIES PLANNING	Descriptor Code: Support Services	Issue Date: 07/24/2014
	Rescinds:	Revised:

- 1 The Superintendent shall present an annual assessment of facility needs to the Board in October.
- 2 The needs assessment shall include a review of each school site.
- 3 The individual school needs assessment shall include the following information:
 - 4 1. Building, site, and utility deficiencies;
 - 5 2. Maintenance issues;
 - 6 3. Number of classrooms with sizes;
 - 7 4. Population and enrollment projections;
 - 8 5. Community needs; and
 - 9 6. Other information as directed.

10 The system-wide needs assessment shall include the following information:

- 11 1. Individual school assessments;
- 12 2. System-wide population growth projections;
- 13 3. Industrial and business forecasts; and
- 14 4. Other information as deemed necessary

15 ASBESTOS¹

16 The Superintendent shall maintain an Asbestos Management Plan for all buildings leased, owned,
 17 or otherwise used as school buildings and maintain and update the plan to keep it current with
 18 ongoing operations and maintenance, periodic surveillance, inspection, re-inspection, and
 19 response action activities.

20 The Superintendent shall:

- 21 1. Annually publish a notification on the Asbestos Management Plan availability and the
 22 status of asbestos activities;
- 23 2. Educate and train maintenance and custodial staff about asbestos and how to deal with
 24 it, in accordance with state and federal statutes;
- 25 3. Notify short-term or temporary workers on the locations of the building materials containing
 26 asbestos;
- 27 4. Post warning labels in routine maintenance areas where asbestos was previously
 28 identified or assumed;
- 29 5. Follow set plans and procedures designed to minimize the disturbance of building
 30 materials; and
- 31 6. Survey the condition of these materials every six (6) months to assure that they remain in
 32 good condition.

¹ 40 C.F.R. §763.91-93

- 1 The Superintendent shall designate an Asbestos Hazard Emergency Response Act (AHERA)
- 2 Manager as the designated Asbestos Program Coordinator. All inquiries regarding the asbestos
- 3 plan and asbestos related issues should be directed to the AHERA Manager.