AERAC approved 4-15-2021

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| **Buildings** **and** **Grounds** **(BG) Self-Study****Organization will establish a self-study committee to assess and rate the organization on the following:** | Supporting Documentation | Review Committee Decision |
| Indicate name of file or cite page in documents you provide to show compliance. | Fully Met | Partially Met | Not Met |
| 1. The planning, operation, and maintenance of buildings and grounds are in compliance with statutory and regulatory mandates including those that provide for the safety and security of individuals with disabilities. |  |  |  |  |
| 2. The buildings and grounds are in compliance with applicable code, ordinance, and laws established by governmental or underwriting bodies on such matters as architectural barriers, zoning, the structure of the buildings, plumbing and sanitation, heating and ventilation, water supply, sewage and waste disposal, food preparation and service, material handling, fire and safety, occupational safety and health and disaster preparedness. |  |  |  |  |
| 3. A written safety plan is on file to address health, safety, and emergency preparedness. It includes documentation of staff training, safety inspections, records of corrective actions taken, fire prevention plan, emergency evacuation plan, compliance with health and safety guidelines, and first aid and safety plans. |  |  |  |  |
| 4. Written policies for the management of the buildings and grounds are available to employees and key stakeholders. |  |  |  |  |
| 5. The policies ensure that the buildings and grounds are maintained and are accessible, functional, and safe. |  |  |  |  |
| 6. The organization makes provision for first aid and emergency medical care for all consumers, visitors, and employees. |  |  |  |  |
| Total Standards |  | /6 | /6 | /6 |

Required Documents

Please prepare a folder in Dropbox (or use other means of sharing as mutually agreed with AER) for your organization’s Building and Grounds Self-Study, with sub-folders labeled for each of the following documents:

* Self-Study (above)
* Building and Grounds Policy and Procedures
* Staff Health and Safety Training Policy and Procedures
* Building Safety Inspection Report
* Proof of Working Fire Alarms
* Maintenance Contracts
* Emergency Evacuation and Disaster Plans
* Fire Drill Schedule and Completion Records
* Health and Safety Plan that is aligned with OSHA Guidelines
* Incidence Reports
* Building Permits (if applicable)
* Description of Building and Grounds Improvements, Repairs or Additions in the Past 12 months
* Staff Health and Safety Training Materials
* Narrative to explain any standard that is partially met or not met.
* Any other Narrative Remarks

List of Members of Self-Study Committee:

Date Self-Study Completed:

Date of Board Meeting approving Self-Study: