

**ARNOLD'S BEAUTY SCHOOL
MAINTENANCE, OPERATION AND IMPROVEMENT OF FACILITY PLAN
Applicable to Physical Resources and Technical Infrastructure**

OPERATION AND PERSONNEL

Daily operation, maintenance, and improvement are the responsibility of the Director. The staff assists in providing an efficient and sanitary environment, while ensuring the mission of the institution is being met. If the Director is absent, the Assistant Director and/or Financial Aid Officer will be responsible for implementing any changes.

DAILY MAINTENANCE

As a part of the Tennessee State Board of Cosmetology and Barber Examiners curriculum requirements, all students must participate in 30 minutes of sanitation per day that includes sterilization of all tools and equipment, assigned cleanups of designated areas including stations and work spaces. A list at the front desk assigns each student a particular area in the building to ensure that cleanliness is maintained each day throughout the facility.

WEEKLY MAINTENANCE

Once a week, an independent contractor thoroughly cleans and sanitizes bathrooms, office, classrooms, and clinic floor. Once a week, another independent contractor cleans and waxes the clinic floor.

ANNUAL MAINTENANCE

All mechanical systems will be maintained through contracted services by qualified professionals. The elimination of safety hazards will be addressed at the same time as routine repairs and upkeep are performed. Cates Home Improvement is responsible for all maintenance, renovations, technology installations and annual inspections. All maintenance and improvements will be based on personnel input, needs for equipment and supplies (including clinical equipment and technology for classrooms and office), relevant state laws, and applicable federal codes and procedures.

EQUIPMENT AND SUPPLIES

Equipment and supplies will be inspected and maintained on a continual basis, with special procedures taken when emergency purchases need to be made. All mechanical and technological systems will be serviced by Cates Home Improvement. The elimination of safety hazards will be addressed at the same time as routine repairs and upkeep are performed.

EVALUATION

Plans, Policies and Procedures notebooks are available at the Front Desk and Office. A suggestion sheet is included for any comments from students and staff. Improvements will correspond with the Strategic Plans of the school that are annually discussed at advisory meetings and periodically at staff meetings.

Arnold's Beauty School seeks to provide a safe, adequate and clean facility for all staff, students and clients. All equipment, supplies and school facilities meet safety and sanitation protocols.

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DISTANCE EDUCATION

Arnold's Beauty School does not offer Distance Education, but does communicate with students about job openings, industry updates, and inclement weather through a Facebook group specifically for the school's students.

PRIVACY, SAFETY AND SECURITY OF DATA

All digital data is secured with a firewall, and files are kept in fire-proof cabinets. All digital data is securely backed up weekly to an external hard drive located in the fire-proof cabinet. Student hours are backed up online monthly through the Tennessee State Board of Cosmetology and Barber Examiners, and Financial Aid files are backed up online monthly through the National Student Aid Services.