



---

**Policy: Building Management**

**Policy Number: FA01**

**Effective Date: May 22, 2018**

**Editions:**

The Early Learning Coalition of Flagler and Volusia Counties, Inc. will:

1. Assist to ensure safety and security, while maintaining compliance with the lease agreements, applicable codes and laws, regulations, guidance and associated policies.
2. Maintain and secure all physical ELCFV facilities.
3. Manage planned maintenance for all physical ELCFV facilities.
4. Ensure corrective measures are made based on facility's needs.

These actions will be performed in conjunction with property managers to assist to manage and regulate access to the facilities occupied by ELCFV staff.