



TRAIL CONFERENCE HEADQUARTERS FACILITIES MANAGEMENT & OPERATIONS PLAN

VERSION 1.0

LAST UPDATED AUGUST 27, 2016



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1. INTRODUCTION

Owner: TBD

1.1. Scope and Intent

The Facilities Management & Operations Plan document is intended to cover all aspects of operating, maintaining and managing the Headquarters property. It is organized into key topics and sub-sections to be used as guides and reference on daily, weekly, monthly and annual basis. The document provides descriptions and where appropriate, procedures or guidelines to operate and maintain the facility's exterior and interior spaces, systems and equipment.

Now it is incumbent on our staff, many volunteers, contractors and service providers to be the best stewards for our new Headquarters, a place that is imbued with much symbolism and meaning.

1.2. Intended Audience

The Trail Conference Operations Manager is the overall owner of the Facilities Management & Operations Plan document.

The primary audiences for this document are the Trail Conference staff, the board, and volunteers with direct responsibility for the implementation of this plan.

Each section is assigned an Owner. The Owner is the go-to person responsible for the specific topic, the individual to ask clarifying questions from, and the individual who should be revising and refining the topic over time. The Owner is not necessarily the person responsible for the implementation of a specific topic. For example, while 1-2 Owners may be identified for the Site Operation – Dining Area and Services section, it is up to the entire staff and volunteers using these spaces to abide by these guidelines on a daily basis.

In the event of a change in Owner, the Operations Manager is responsible to transition and assign a new Owner for a section.

1.3. Headquarters Description

The Darlington Schoolhouse was built in 1891 as a gift to the Mahwah community by titans Alfred B. Darling and Theodore Havemeyer, each of whom had farm estates in the area. Designed by Newport, RI, architect Dudley Newton, the Darlington Schoolhouse has been named “the most architecturally significant schoolhouse in New Jersey” by the New Jersey Historic Trust.

Located on historic Route 202, in Mahwah, NJ, that follows an ancient native trail that gave Mahwah its Lenape name meaning “where the trails meet.” “The majority of the building remains intact, including chestnut doors, Eastlake-style door hardware, slate chalkboards and rounded-arch, multi-paned windows,” according to the nomination that resulted in the Schoolhouse being listed in the National Register of Historic Places.

Since the Trail Conference’s best work is experienced deep in the woods, moving to its new headquarters at the Darlington Schoolhouse provides a public face for the organization to increase its impact, build membership and expand volunteer involvement. The restoration of the Darlington Schoolhouse is consistent with the Trail Conference’s goals to promote healthy lifestyles and improve quality of life by connecting people with nature.

The architecturally integrated new structure and Darlington Schoolhouse form the permanent headquarters, providing ample space for volunteer training, both indoors and out, and staff offices. As a gateway to a large network of trails, the Headquarters enables the Trail Conference to serve more than one million people who rely on its authoritative maps and other services.

The Trail Conference has worked with many partners since 2004 to acquire, stabilize, restore, and repurpose the 124-year-old historical landmark, which borders the Ramapo Valley County Reservation and now helps to serve the organization’s goal of protecting and promoting access to the outdoors.

The Trail Conference Headquarters benefits from close proximity to adjacent park-lands. The property borders both Bergen County’s 4,000-acre Ramapo Valley Reservation and the Township of Mahwah Continental Soldiers Park. Many of the park visitors are expected to use the Trail Conference headquarters as a visitor’s center, acquiring essential hiking items from the store and getting any other information they might need in order to have a safe and pleasurable experience.

1.4. Headquarters Functions

The Headquarters is home to our staff, board of directors and a welcoming space for visitors, hikers, volunteers, and outside organizations. It is envisioned to offer several key functions:

- Open, welcoming and beautiful environment for our staff, board of directors and volunteers who work at our Headquarters.
- Visitor center providing a virtual gateway for connecting people to nature via trails and Trail Conference programs.
- Education center consisting of multi-purpose classrooms and meeting space in a “green”, energy-efficient building, surrounded by native species landscaping and native habitat for wood turtles.
- Special events space for outside organizations as a source of revenue.
- A superb example of restoring and repurposing of an architectural landmark.

1.5. Site and Building Descriptions

1.5.1. *Site Map - Ed to provide*

Include a site map and description of boundaries

1. The outside consists of a large, unique stone walkway, surrounded by a landscaped area of native plants.
2. A parking lot for approximately 20 cars is located by the side entrance.
3. add more on landscaping with native species
4. wood turtles habitat
5. riparian preserve to north of building
6. compass rose
7. Stone wall

1.5.2. *Building Map*

A building diagram is available in [Appendix - Building Map](#) section.

1. Our two story building is comprised of a restructured first section and an additional new section in the rear for a total area of approximately 8,000 Sq. Ft.
2. An elevator is located to the left of the main lobby, at the rear of the building.

3. The first and second story are a combination of old and new hardwood floors. A front double spiral staircase leading to second floor is also hardwood including banisters on both sides.
4. A combination of old and new windows are used throughout the building. Ceilings are a combination of fiber ceiling panels, hardwood and sheetrock.
5. The special second floor executive room, ornamental support wood beams, exposed AC duct work and unique lighting adorn the room. This room has workstations to accommodate several employees.
6. Bathrooms and a shower stall are located on the second floor with additional bathrooms on the first floor.
7. LED lighting was installed throughout the building and a sprinkler system was also provided.
8. A double loop, glycol charged, geothermal condensing water system for the five Bosh heat pumps, combined with AC units, provide heating and cooling for the entire building. The server room on the second floor is cooled by a smaller heat pump. Several exhaust fans, a de-humidifier in the crawl space and outside air intake dampers have also been installed.
9. Electricity is distributed in the usual manner with breaker panels in the first and second floors and an additional panel in the attic mechanical room for the HVAC equipment located in that location.
10. A wood shingle roof was installed on the older section of the building and asphalt roof shingles on the new section. For the new section, gutters and leaders are made of copper.

1.5.3. Building Access Points

We have given consideration to need, enjoyment and safety when determining the traffic flow of the various groups using our building. Certain outside contractors performing services need access to the building both during and outside normal business hours. Please refer to the [Appendix Drawings](#) section for a detailed diagram of exterior entrances, interior doors, room descriptions, and door numbers.

1.5.3.1. Attic

The attic has two entrances on the second floor, via pull down stairs located at the top of the historic entrance staircase, and the break room. The attic should only be accessed for maintenance of the HVAC system.

There are two separate attics, one operates as a plenum for the HVAC.

Any storage in this area is discouraged due to limited space and safety reasons. Storage not allowed without permission from Finance & Ops Manager.

1.5.3.2. Back Stairs

The back stairs access is located in the back of the building off the deck. It is an unattended entrance and as such, is encouraged to remain locked at all times.

All staff with keys using these doors are asked to lock the doors after them.

1.5.3.3. Crawl Space

The crawl space is accessible by the back stairs. The crawl space should not be used at all for any purposes including storage. Storage of anything is not permitted.

1.5.3.4. Deck Entrance

The deck entrance, located directly across from the main entrance and lobby, is also open during normal business hours and opens to a large deck overlooking the wetlands.

Outside of normal business hours, this entrance should remain locked unless being used for an approved activity.

1.5.3.5. Elevator

The elevator is located to the left of the main entrance.

1. A key, maintained by the executive staff, is used to disable the elevator during events hosted by outside organizations using the 1st floor only and on weekends.
2. Elevator should not be used in the event of a fire or smoke conditions.
3. General elevator access will be allowed during normal business hours and for third party use of both floors.

1.5.3.6. Main Entrance and Lobby

The main entrance is located directly across from the parking lot. It is available during normal business hours and it is the preferred building entrance and exit point.

For the public, it is our chance for a great first impression. During operating hours, the lobby is staffed with a volunteer or employee familiar with the building, our mission and resources. Our newsletter, the e-Walker is also available at no cost and there is an area with select items for sale.

All staff members are encouraged to use this entrance as the preferred method in ingress and egress.

1.5.3.7. Executive Director, Membership & Development Exterior Office Doors

These two doors provide exterior access directly into the Executive Director and Membership/Development Director offices. When not in use, these two doors should be locked at all times. Access is restricted to the Executive Director and the Membership/Development Director.

1.5.3.8. Ramapo Valley Road Historic Entrance

This double door entrance is located at the front of historic Schoolhouse section of the building facing Ramapo Valley Road. It is an unattended entrance and as such, is encouraged to remain locked at all times.

All staff with keys using these doors are asked to lock the doors after them.

1.5.3.9. Roof

Access to the roof is not permitted. Outside contractors must use a safety harness. Excessive snow and/or ice buildup should be reported, and alternate entry and exit (such as the north or south entry) may be necessary-- cones and signs should be erected to note the danger and the safe alternate entry/exit.

1.5.3.10. Stairwells

The building has three stairwells: two directly inside the historic entrance, and one in the back of the building directly inside the back stairs entrance.

1. On weekends and during use of the 1st floor by outside organizations, doors at the top of the stairwells will be locked.
2. Doors are fire access doors that can be opened at all times via the push bar.
3. All access doors are push bar except the historic entrance. Also doors leading to an access door (like the top of the back stairway by the break room) are push bar.

1.5.3.11. Storage Room on 2nd Floor

1. The 2nd floor storage room contains supplies and retail items and is accessible to all.
2. Please see [Keying System](#) section for key distribution plan.

1.5.3.12. Trap Door Access to Attic

There is trap door access to the attic via pull down stairs in the historic stairs area and the break room area. The attic is separated into two sections. One cannot be accessed from the other.

1.5.3.13. Tool Storage Room

The tool storage room is located next to the back stairs entrance.

1. Tool storage room is only accessible from the outside.
2. Room should be locked at all times.
3. All staff should have a key for access.

1.6. Awards

In May of 2015, the Trail Conference was among ten recipients presented with the Preservation Awards during the public program, receiving the 2015 Bergen County Historic Preservation Award for the outstanding restoration of Mahwah’s Darlington Schoolhouse under the, For Adaptive Use, category. The Darlington project was described in the event program thus, “The 1891 Darlington Schoolhouse, already adaptively and actively used by the New York-New Jersey Trail Conference, may be the project that exhibited the most progress from start to finish in the history of Bergen County and New Jersey State grants.”

2. CONTACTS

Owner: Mary P.

2.1.1. Emergency Contacts

Role	Person(s) Responsible	Phone Number
Site main number	Mary P., Ed G.	201-512-9348
Management	Mary P Ed G. Will Smith	(201) 873-4618 (201) 803-6555 (201) 248-4350
Fire & CMS Security Alarm calls	Mary P., Ed G., Will Smith, John L.,	See Above
Fire Warden	John L	201-512-9348
Fire Department	Whoever first identifies the emergency followed by Mary P and Ed G	911
Medical	Whoever first identifies the emergency followed by Mary P and Ed G	911
Police	Whoever first identifies the emergency followed by Mary P and Ed G	911
Shared Driveway	Ed G, Jeremy A. - staff liaison to Northwest Bergen County Utilities Authority (NBCUA)	(201) 447-2660
Town Hall	Ed G.	(201) 529-3730
County	Ed G.	(201) 336-6000

2.1.2. Site Operations Contacts

The list of contacts identified in this section represent all the functions, contractors and contacts that have responsibility for and contribute in any way to the operation of the site and building.

Function	Contact	Phone Number
Building Property Manager	Will Smith	schoolhouse@nynjtc.org
Finance & Operations Manager	Mary P.	x 823; (201) 873-4618
Off hours access	Mary P.	(201)873-4618
Alarm - Central station alarm service monitoring company	CMS Criticom Monitoring Services	877-705-7705 www.cmsn.com
Electrical outage	In the event of a power outage for the entire building, call Rockland Electric's automated system at	1-877-434-4100
Electrician	Rhino Electric Craig Reinhart	Office: 201-634-1957 Cell: 201-410-9628 Craig.rhinoelectric@gmail.com
Elevator – Local elevator representative; prepared elevator drawings	Mike Seymour – Emergency IECONY Corp 378 Liberty Street Little Ferry, NJ 07643	Office: 201-641-8181 Fax: 201-641-1232
Elevator - manufacturer	Custom Elevator Mfg Co. PO Box 749 5191 Stump Road Plumsteadville, PA 18949	Office: 888-443-2800 Office: 215-766-3380 Fax: 215-766-3385 info@customelevatorinc.com
Fire – sprinkler system, extinguisher certification	Gary Krol Campbell Fire Protection PO Box 389 43 Chestnut St. Suffern, NY 1090	M 845-656-7187 Office: 845-357-1441 Fax: 845-357-1444 Gary@campbellfire.com
General Contractor – headquarters project general contractor	Vinnie LaBarbiera	Cell: 201-819-8912
HVAC	Reiner HVAC Mike T., Kevin	Office: 201-794-3700 Cell: 201-832-8339
Landscape Architect	Rich Pillar	
Northwest Bergen County Utilities Authority (NBCUA) - Shared Driveway		(201) 447-2660
Painting	F.W. Painting Frank Wyczinski	Office: 973-809-9940
Plumbing	Merritt Plumbing Greg Merritt	Office: 201-315-6178
Roofing and Siding	G. K. Roofing and Siding	Office: 201-788-3636

Function	Contact	Phone Number
	Edgar	
Security – Alarm, Video Surveillance & Fire Security System	Roy Brian Polizzi Professional Security Consultants (PSC) 88 Industrial Ave. Upper Saddle River, NJ 07458	Office: 201-934-9316 Brian@pscsecurity.net
Sump Pump - Assistance from the Mahwah Fire Department will be needed to pump out the crawlspace.	Fire Department can be notified by calling the Mahwah Police at 201-529-1000	Mahwah Police: 201-529-1000
Trim work	Monk Inc. Lukas	Office: 973-930-2310
Exterminator	Daniel Aust Bug Doctor 585 Winters Avenue Paramus, NJ 07652	(201) 599-1007
Cleaning Service	AOA Cleaning	(201) 848-8600
Snow Removal	Naturescape	(201) 785-0017

3. SAFETY

Owner: John L.

3.1. Building Systems Safety

We have identified basic prevention steps associated with foreseeable safety hazards commonly associated with the operation of our building.

Hazard	Prevention
Fire	Follow the Fire Alarm Response and Evacuation Plan section
Electrical hazards	<ol style="list-style-type: none"> 1. All electrical work shall done by a licensed and insured professional. 2. No Extension cords shall run under carpeting 3. Only ONE extension cord shall be used at a time. You cannot join multiple cords together. 4. Lockout tags shall be used whenever electrical work is being done. Only the person doing the electrical work shall unlock the lockout tags. 5. All electrical panels shall be clear 36” in front of the panel and a total of 36” on the sides of the panel. 6. Prevention signage shall be posted in electrical room.
Tripping hazards	Walkways, exits, and stairways shall be kept clear.

Elevator	<ol style="list-style-type: none"> 1. All elevator maintenance shall be done by a licensed and insured professional. 2. In the event of a fire, the elevator shall be out of service. 3. Nothing is to be stored in the elevator, or in the elevator equipment room. 4. In the event that the elevator gets stuck, dial 9-1-1 and the elevator company. Elevator rescues are extremely dangerous and must be done only by those who are trained professionals. 5. All emergency numbers shall be posted inside the elevator.
Hazardous Chemicals	Please follow the Storage and Disposal of Hazardous Materials section

3.2. Storage and Disposal of Hazardous Materials

A **hazardous material** is defined as any substance or material that could adversely affect the safety of the public, handlers or carriers during transportation. This includes chemicals or materials that, when mixed or come into contact with other materials, are a danger.

3.2.1. *MSDS sheets*

Every Chemical, hazardous or not, must have a Material Safety Data Sheet. (MSDS) This is an OSHA regulation ([1910.1200\(a\)\(2\)](#)) There is a binder mounted next to the back door. This file will be broken up by area and alphabetical by chemical. Any staff member or volunteer who brings a chemical in must download the MSDS and place 2 copies in the book. The first copy should be placed alphabetical by chemical name. The second copy should be placed in the correct location for the chemical. If the chemical is in multiple locations, then a copy should be placed under each location.

3.2.2. *Labeling*

Every Chemical must be labeled. If there is no label, one needs to be created including name, safety notices and storage rules. If it is a hazardous chemical, then the label must give such notice using the standard DOT placard system, or, the chemical stickers. Also, all Hazardous Chemicals must display their DOT transportation number.

3.2.3. *Disposal*

Hazardous chemicals are not to be poured down the drain or outside. Each MSDS sheet should describe the correct disposal process. In the event that we are not capable of disposing the chemical, Bergen County does 9 chemical disposals per year. Please refer to the Bergen county website for dates and requirements.

3.2.4. *Accidental Discharge*

1. In the event of an accidental discharge of Hazardous Materials, dial 9-1-1 to reach county Haz Mat.
2. For an accidental discharge of non-Hazardous Material, refer to the MSDS for emergency procedures.

3.3. Fire Alarm Response and Evacuation Plan

This section is designed to set forth basic procedures in the event of a fire emergency

3.3.1. *Fire & Emergency Preparedness*

The following steps must be taken to ensure that in the event of an emergency, everyone can safely evacuate and be accounted for, thereby saving both personnel and emergency responder lives.

How Often	Step	Person Responsible
At all times	Whenever the building is occupied, front and rear doors without panic bars must be unlocked.	Everyone
At all times	All doorways and entrances must be kept clear.	Everyone
At all times	Nothing is to be stored in the crawl space below.	Everyone
At all times	Know the Emergency gathering point (Trail head for Chicken Run)	Everyone
At all times	All doors at the top of stairs must be kept closed. (not propped open)	Everyone
Every month	Walkthrough to ensure <ol style="list-style-type: none"> 1. All Detectors are clear 2. The Heating & Cooling systems are functioning 3. The sprinkler system is clear 4. Room Evacuation maps are posted 	Fire Warden
Every month	Inspect First Aid Kit to see if supplies are running low or expiring, and refilled as necessary.	Fire Warden
Every 4 months	Fire Drill	Everyone (Mandatory)
Once per year	Fire Inspection	Mahwah Fire Inspector
Once per year	Fire Extinguisher Training	Fire Warden
Once per year	Fire Extinguishers Inspection	Fire Warden

3.3.2. *Fire Extinguishers*

Fire Extinguishers are located near each door. They are ABC type extinguishers which mean they are wood, chemical and electrical. They are provided to help aid in evacuation. To use them, pull the box cover off, and then remove the extinguishers. Pull the pin, aim the nozzle, squeeze the handle and sweep the nozzle towards the base of the fire.

3.3.3. *Evacuation maps*

Evacuation maps shall be posted near all exits and near the door of all interior rooms. They should have both primary and secondary evacuation routes.

3.3.4. *Fire Alarm Procedure*

In the event that the fire alarm goes off:

1. Everyone must evacuate the building with no exceptions. Everyone should evacuate via the closest exit and close doors behind them.

2. All staff and visitors must go to the evacuation point located at the Chicken Run Trail Head.
3. Staff will guide volunteers outside of the building to the shelter spot.
4. All staff leaders (or designee) will account for the staff in their department and check in with the fire warden and Executive Director.
5. NO ONE is to enter the building for any reason until the emergency responders have given the all clear.
6. NO ONE may leave the headquarters or the evacuation area without approval from their supervisor during an emergency.

3.3.5. Fire Drill Procedure

1. The date and time of the fire drill will be agreed upon by the Sr Staff and the TC fire marshal.
2. Identify the fire system guide book. Following the guide book, deactivate the alarm from sending an alarm to the fire dispatch, and put the annunciator into “drill mode”
3. The Alarm will go off (as if the alarm was for real)
4. Staff and visitors will act as though it is a real fire, evacuate to the shelter location.
5. Staff leaders will check in each department’s staff, and report to the fire marshal or most sr staff member present.
6. Once the all clear is given, and the alarm is silenced, the Sr. Staff member or Fire Marshall will declare the drill over and everyone may resume normal building operation.
7. Fire Marshall will record attendance and results on the database in an excel spreadsheet.

3.3.6. Fire Inspection Procedure

1. Fire extinguisher and fire sprinkler inspection due annually.
2. Inspections must be completed by a certified and insured professional.
3. Inspections are scheduled by the Fire Warden.

3.4. Fire & Police Department Access Knox Box

Section will be updated when we have a knox box. A knox box is a secure box located at the main entrance containing keys to the building for the Fire and Police Department. Knox box must contain all codes for our security system - place in both chambers, keep up to date!

Knox box <http://www.knoxbox.com/>

3.5. Fire Sprinkler System

The intent of this system is to slow the advance of an existing fire and provide an escape route for occupants. It is not a fire suppression system.

3.5.1. Fire Protection System Description

A two zone fire alarm system, in conjunction with a sprinkler system provide building fire protection. No booster pump is needed on the sprinkler system as street pressure is more than sufficient for proper water flow. A sprinkler system alarm activation device is located in the geothermal room. A new FA panel (fire system control panel) is located by the main entrance left wall. An older panel is located in the storage room next to the new panel.

Each zone contains an audible/visual strobe loop with strobes located throughout the area:

1. Zone one comprises first floor and crawl space where five heat sensors are located. Smoke detectors are located throughout the area. AC 4 (air conditioning unit 4 -- see HVAC system description) heat and smoke emergency shutdown and alarm is also connected to this loop. Pull stations and fire extinguishers are located near exit doors
2. Zone two comprises the entire second floor and attics, including emergency shut downs for AC 1,2,3 5 and 6 (see HVAC system description). Smoke detectors are located throughout the area and heat detectors are provided in attic area. Pull stations and fire extinguishers are located near exit doors

3.5.2. Procedure & Maintenance

The fire suppression system is designed to allow everyone to evacuate the building. All of the sprinkler heads in the building are heat triggered. In the event that a sprinkler system is discharged, the fire alarm will automatically inform the occupants as well as the first responders. This is to be treated as any other fire emergency and all occupants must vacate the building immediately.

The fire sprinkler system is made up of several parts:

1. **Sprinkler Head:** The first part is the sprinkler heads. We have 3 types. The first two types are the traditional visible heads. They are upright and pendent heads, and mainly differ in their orientation. They activate when heat causes the glass bulb in them to break. The second type can be found anywhere that we had to have new ceilings built, and are called concealed pendent heads. They activate when heat causes them to drop down and discharge water.
2. **Pipes:** The next part of the system is the pipes which hold a water/ antifreeze reserve under pressure.
3. **Shut-off:** The final part of the system is the sprinkler shut off system. The system must be kept open at all times. The valve handles are kept chained to prevent anyone from closing off the system.

When the system is discharged, large amounts of water will spray out of the system. It is not uncommon for several heads to go off in rapid succession, due to a water hammer. The amount of water in the system can be increased at the Fire Department Connection. This has a gated Y connection with 2- 3 inch connections. This appliance must be kept clear at all times.

After any sprinkler system discharge, the building should be inspected before occupants reenter the building. This is to ensure that the building is structurally sound, and that the water has not done damage. The water in the sprinkler systems will also not react well to electrical systems including computers. These will need to be checked before turning them back on to prevent a fire.

To prevent an accidental discharge, nothing is to be hung or attached to the sprinkler heads or pipes. In addition, **nothing should be within 18 inches of a sprinkler head.**

The maintenance of the system must be done by licensed/insured professionals. This includes replacing broken sprinkler heads, draining and refilling the system, fixing leaks, and any other repairs as necessary. Spare heads and a wrench are kept above the Sprinkler shut off. The system should have regular inspections, scheduled with the licensed company.

3.6. First Aid

1. In the event of a life threatening emergency, call 9-1-1.
2. For all other situations, a fully stocked first aid kit is mounted inside the door of the store room next to the staff kitchen area.
3. The first aid kit should be inspected monthly to see if anything is running low or expiring, and refilled as necessary.
4. All first aid emergencies, should be reported to the Finance and Operations Manager.

3.7. General Emergency

1. In the event of an emergencies not listed above where police, fire, or EMS are required, **Dial 9-1-1.**
2. For Emergencies occurring while the office is closed The Executive director, The Deputy Executive Director, Building Manager and Director of Operations shall be informed and decide appropriate steps
3. For Emergencies occurring while the office is open, Sr Staff who are present shall make appropriate steps. The Executive Director shall be informed if they are not present.
4. In either case, an email shall go out to all staff who need to know and followed up with a phone call from their supervisor.

4. UTILITY PROVIDERS

Owner: Mary P.

4.1. Electric

Company Name	Address	Contract	Main Contacts
Rockland Electric Company	PO Box 427 Montvale, NJ 07645	07988-53022	N/A

4.2. Fire Sprinkler System

Company Name	Address	Contract	Main Contacts
Campbell Fire Protection	PO Box 389 43 Chestnut St. Suffern, NY 1090		Gary Krol M 845-656-7187 Office: 845-357-1441 Fax: 845-357-1444 Gary@campbellfire.com

4.3. Internet Service Provider

Company Name	Address	Contract	Main Contacts
TIS	125 Clinton Road, Unit 5 Fairfield, NJ 07004	N/A	<i>Shawn McDonough</i> 973.287-4355

4.4. Natural Gas

Company Name	Address	Contract	Main Contacts
PSE&G	P.O. Box 14444 New Brunswick, NJ 08906	70 479 300 00	N/A

4.5. Telecommunications

Company Name	Address	Contract	Main Contacts
TIS	125 Clinton Road, Unit 5 Fairfield, NJ 07004	N/A	Shawn McDonough 973.287-4355

4.6. Water Supply

Company Name	Address	Contract	Main Contacts
Mahwah Water Dept	P.O. Box 733 Mahwah, NJ 07430	302576-0	(201) 512-1161

5. SITE OPERATION

The sections that follow address all aspects of the day-to-day operational needs of the Headquarters.

5.1. Alarm Systems

NOTE: The Trail Conference Executive Director and senior staff made the decision to not use the security system currently installed in the building. Sections [Security System Description](#), [Security System Operation](#), and [Security System Procedures](#) below are left as part of this document for future reference should the staff decide to revisit using the security system.

5.1.1. Security System Description

Our security alarm system by Honeywell is an integral part of the building security and includes three forms of protection: security, fire and emergency.

1. The burglary system includes motion detectors, window and door contacts for perimeter and interior burglary protection and wireless central station monitoring by Criticom Monitoring Services (“CMS”) for alarm conditions.
2. Call sequence under alarm condition:
 - a. CMS will first dial the premises
 - b. CMS will call Mahwah Police Department
 - c. CMS will call staff contact list. See [Emergency Contacts](#) section.
3. Several modes of protection are available that operate specific zones designed for specific needs, such as arming only perimeter zones, entry delays, night stays, and a chime mode alerting of opened doors or windows while the system is disarmed.

4. The fire protection system includes smoke detectors for early warning in case of fire, water flow sprinkler system, audible alarm, exit signs and wireless central station monitoring by CMS for alarm conditions.
5. In an alarm condition, CMS will first call the Mahwah Fire Dept., then the premises are called, and then the staff contact list is called if the premise is not answered.
6. The fire alarm can be put into test mode with CMS in order for the Mahwah Fire Dept. to not be notified. The system does not provide carbon monoxide detection.

Please see the Emergency Contacts section for site and individual staff contacts given to our security companies.

5.1.2. Security System Operation

The systems are operated by keypads.

1. There is a master code that can be used to assign different levels of security to a particular user. The security system is divided into specific zones that are designed for specific areas of the building, such as exterior doors, motion detectors, and specific interior rooms.
2. The keypads for the security and fire alarms are located to the left of the historic entrance as you enter the building. The security and fire keypads are on the inside wall.
3. A battery back-up unit provides 24 hours of continued operation in the event of a power failure. The battery backup recharges itself when power is restored. An additional security keypad is located at the main entrance.
4. Outside organizations will turn off/on the alarm when entering/leaving and return keys to the Executive Director or designee the next business day.
5. Alarm codes will be changed after all employee terminations.
6. Our security company, Professional Security Consultants, Inc. (PSC), provide support and systems maintenance for operating performance and compliance with local fire codes.

Please see the [Site Operations Contacts](#) Section for PSC contact information.

5.1.3. Security System Procedures

PSC, our security consultant, maintains our alarm system and should be contacted if any system components need replacement, or if system changes/enhancements are required.

1. A list of at least three contact names and numbers for the fire and alarm systems will be given to PSC and CMS, our central station monitoring vendor.
2. The contacts will be called in the event of an alarm condition.
3. Contacts should be in management and should be within commuting distance in the event their presence is required at the building.
4. Everyone given an alarm code is subject to a background check.
5. The Executive Director or his designee will maintain a list of users who have been given alarm codes and building keys that includes the following information:
 - a. Name, address, home and cell phone numbers
 - b. Emergency contact name and number
 - c. Capacity of the user, e.g. staff, volunteer, vendor, outside organization, etc.
 - d. Photo ID copy
 - e. Alarm code
 - f. Date alarm code issued
 - g. Date alarm code removed from system and reason why

- h. Copy of background security check
- i. Key numbers issued
- j. Key numbers returned and reason why
- k. Lost or stolen key numbers

Security alarm system highlights:

1. Our alarm system can identify up to 48 unique users and has thirteen zones consisting of various door and motion detectors. Based on need, specific or all zones can be activated depending on the mode selected.
2. The system can also be set with or without a delay before the alarm sounds. A zone can be bypassed in order to set the rest of the zones. Also, an alarm condition can be manually activated in a panic situation.
3. Additional features such as remote setting and disarming and detailed reporting such as user identification is available for a monthly charge.
4. Alarm codes are immediately removed from the system via the keypad for all individuals no longer requiring access such as terminated staff, outside groups using the premises for a one-time event, ex-vendors, etc.

5.1.4. Video Surveillance Alarm System

Our video surveillance alarm system is in use. The system provides visual security for all ingress and egress points to the building. It is an added layer of security and support in emergency situations, provides visual monitoring during third party use of the building, and acts as deterrence to theft. The video is captured onto a hard drive. The video must be viewed at the recorder using the monitor. Viewing will be done on an as needed basis to investigate suspected incidents.

The surveillance equipment is located in the server/file room # 203. System capabilities:

1. Monitor the premises remotely (internet hookup would be done in the server/file room).
2. Maintain a history of activity for 60 days and then rewrites over in a loop.
3. Activity can be replayed, captured on a memory stick via USB and/or sent to the Mahwah police for legal action if necessary.
4. A battery backup unit provides 24 hours of continued operation in the event of a power failure. The battery backup recharges itself when power is restored.
5. The system is maintained by PSC, our security and fire alarm consultant.

To review video:

1. Right click the mouse.
2. A login window will open. The username is *Admin*, there is no password.
3. A window of options will open with *Search* as the ninth item in the list.
4. The next window to open will have *Date/Time* as the first choice.
5. You can then enter a beginning date and time followed by an ending date and time.
6. Select *Play* to view the recording.

5.2. Automatic Operation

Owner: Will S.

These are systems that are in some ways automated. Sections should describe the operational rules and procedures.

5.2.1. Electric cutoff

The Main Service Disconnect (MSD) is in the south west corner of the parking lot behind the concrete wall. Only use the MSD if absolutely necessary as this disconnects all power to the building.

There are six electrical panels located within the building.

1. The Main Distribution Panel (MDP) is located on the wall facing Ramapo Valley Road in the Membership/Development office 104. From here, power can be cut to all five sub-panels.
2. Subpanel PP1-1 is also located in the Membership/Development office.
3. Panel PP1-2 is in the geothermal room.
4. Panel PP2-1 is located in the second floor file room.
5. Panel PP2-2 can be found in the storage room adjacent to the second floor kitchen area.
6. A fifth sub-panel is located in the schoolhouse attic. It only serves the heating units in the attic, the unit in the computer server room and the attic lights.

5.2.2. Fire Alarm System

The system works in conjunction with the fire water flow alarm in the sprinkler system to provide automated alarms and notice to the Mahwah Fire Department. In the event the system is not operating properly, the enunciator system is activated. To reset, press the silence button, enter the four digit code and press reset. The fire alarm system should not be touched under normal conditions. If there are any questions and/or concerns, call PSC, our security consultant. The panel is by the security system with the enunciation system kept in the closet.

5.2.3. Motion sensors

Motion detectors are located throughout the building as follows:

1. Executive director's office -- room 103
2. Membership/development office -- room 104
3. Downstairs meeting room -- room 105
4. Community room (113) over doorway to rear staircase
5. Bottom of rear staircase
6. Second floor staff offices (204) over historic swinging doors

When the alarm system is in the armed position, with the motion detectors activated, the system will go into alarm mode if motion is detected.

5.2.4. Thermostats

There are six thermostats in the building - one for each of the heating/cooling units:

1. Unit 1 - controls heating/cooling to the main staff offices room 204: thermostat is located at the entrance to printer room (205). Model: Honeywell TH6110D1021.
2. Unit 2 - heating/cooling for center of meeting room 105: located at the doorway to the historic entrance. Model: Honeywell TH4110D1007.
3. Unit 3 - controls the side of meeting room 105, Executive Director's office 103, Conference Room 105B, Membership/Development Director's office 105A, Membership/Development office 104. The thermostat is located at the doorway to the historic entrance. Model: Honeywell TH4110D1007.

4. Unit 4 - heating/cooling for vestibule, community room 113, pantry 110, sales area 111, sales office 112 and the lower floor restrooms. Thermostat is located in the community room at the doorway to the rear staircase. Model: Honeywell TH6110D1021.
5. Unit 5 - all of the heating and cooling for the upper level of the new addition. The thermostat is located at the entrance to the upper floor meeting room 214. Model: Honeywell TH6110D1005.
6. Unit 6 - cooling for the server/file room 203. The thermostat is located directly beneath the cooling fan to the right of the door immediately above the file cabinets. Model: TH6110D1005.

5.3. Building Access

Owner: Mary P.

5.3.1. Hours of Operation

The standard operating hours are Monday - Friday 9AM - 5:30PM EST. All exterior doors should be locked and the handicap access feature turned off outside of standard operating hours.

5.3.2. Opening and Closing Procedures

5.3.2.1. Opening During Operating Hours

1. Unlock both Main Entrance doors when arriving at the building. Turn key clockwise to open.
2. Turn ON handicap accessible feature. The switch is located between the elevator and the geothermal room. Press the upper button to turn on.
3. Turn on foyer and vestibule lights. Turn on the two switches to the left of the water fountains and the middle of three switches near the passageway from the foyer to the rear stairs.

5.3.2.2. Opening Outside Operating Hours

Anyone opening or using the building after hours is responsible for giving meeting attendees a cell phone number to call to be let in.

5.3.2.3. Closing During Operating Hours

1. The handicap door feature turns off automatically at 5:00pm and again at 9:00pm. To turn off manually, press the lower button on the switch which is located between the elevator and the geothermal room.
2. Check the back staircase rear door. If necessary, use an exterior door key and turn counter-clockwise to lock.
3. Proceed upstairs via the rear staircase. Walk through the entire building to check that all windows are closed, including inside the restrooms, and that all lights are turned off (Note: the two lights halfway up the historic staircase are always on). Be aware of lights in pantry, rear staircase, server room, printer room, and geothermal room.
4. Walk down the historic staircase and lock the historic entrance door by turning the deadbolt. Gently push doors to be sure that the deadbolt is in place and the left hand door is secured with its top and bottom latches.
5. Lock both deck doors. Use an exterior door key and turn counterclockwise to lock.
6. Lock both main entrance doors. Use an outer exterior key and turn counterclockwise to lock. Be sure these doors are securely locked from outside the building.

5.3.2.4. Closing Outside Operating Hours

During an after-hours or a weekend event, all doors must remain locked if the event is taking place on the 2nd floor or in the downstairs meeting room and no one is watching the main entrance.

1. People in charge of a meeting can leave the main entrance doors unlocked for very brief periods of time if they are expecting an attendee to arrive within 3 or 4 minutes.
2. An alternative strategy is to have someone remain downstairs in the lobby area for 5 minutes to wait for attendees and let them in. Anyone arriving later will need to phone to have someone let them in.
3. The handicap door feature can be enabled and disabled from a wall mounted switch in the upstairs conference room.

Note: Motion lights may turn on (visible from parking lot) even when no one is in building.

5.3.3. Contractors Access

If a contractor needs access to the building, they can obtain a key (which will be tracked on the key log) from the Operations Team.

5.3.4. Off-Hours Access – to be defined

Access outside of regular business hours will be restricted to? How to gain access? Prior arrangement? Who is responsible?

5.3.5. Restricted Areas Access

Restricted areas include several rooms in the building that have some degree of restriction from building occupants during regular business hours. Specifics about who can access these areas, including who has keys to do so, are covered in the [Keying System](#) section.

Restricted rooms and areas include:

1. Executive Director's office
2. Membership & Development office area
3. Finance & Operations Director's office
4. Deputy Executive Director's office
5. Equipment room not restricted. Access to all is permitted to promote the ecological friendliness of the system.
6. Crawlspace
7. Attic
8. Office desks - For office desks in the open office area, office drawers should be respected and considered restricted unless permission has been provided by the office space primary user.

5.3.6. Police Surveillance

In the event that police surveillance is needed for an event or another non-emergency situation, please consult with Mary Perro. In the event of an emergency, contact the Mahwah Police Department by dialing 911.

5.3.7. Handicapped Access – to be developed

Owner: Staff TBD

5.3.8. Visitor Access – to be developed

Owner: Staff TBD

5.4. Common Areas Usage and Procedures

Owner: Staff TBD

The following spaces are defined as Common Areas as it pertains to the usage and procedures described in this section:

Contractual requirements special usage/procedures of named areas is not yet covered in this section.

These Common Areas are used by different people and groups on a daily basis, and they are also highly visible to donors, volunteers, and visitors. As such, individuals or groups using these spaces need to be diligent in both staying within expected usage and also properly cleaning and configuring the areas upon completion of the usage.

The staff manager of each common area is responsible for ensuring these procedures are being followed; however, they are not responsible for cleaning and configuring the areas, as this responsibility belongs to the user of the area. If staff is supervising any volunteers, AmeriCorps members, interns, or others who may use this area, staff should make a point to remind them of proper etiquette and clean-up/reconfigure following their meeting.

Basic cleanup of all common areas includes: reconfiguring the rooms furniture to the standard specified (below) removing any garbage on workspaces, emptying overflowing garbage bins, spot cleaning table/chair surfaces, sweeping/mopping floor spills or accumulations of dirt on wood floors, and spot cleaning spills on carpet surfaces.

5.4.1. Historic Entrance

The Historic Entrance faces Ramapo Valley Road and was traditionally the main entrance to the Darlington Schoolhouse. Featuring a sweeping stone archway, covered portico with bench seating, and large chestnut doors with Eastlake hardware, the design provides a dramatic frontage for the building.

Having been replaced as the main entryway to the building by the entrance at the parking lot walkway, the historic entrance is now seldom used. The doors shall remain locked at all times, except during special events. The entrance is monitored at all times by a security camera.

5.4.2. Historic Stairs

The Historic Stairs of the Schoolhouse are a visitor favorite due to their obvious architectural beauty and the completeness of Dudley Newton's original vision for the schoolhouse foyer. The stairs are made of American Chestnut lumber, common to the Eastern United States in the 19th Century but no longer available due to a chestnut blight destroying all adult trees in the early 1900s.¹ Where damage affected the historic stairs, the wood was replaced by new ash lumber.

¹ Caused by an accidentally introduced Asian bark fungus, the chestnut blight of the early 1900s was responsible for killing over three billion chestnut trees. The wood in these standing trees was subsequently

The stairs are to be kept clear at all times.

Within the stairwell, the historical timeline of the Darlington Schoolhouse is displayed through the use of photographs, newspaper articles and supplemental text on the western side of the stairs from the early days of the schoolroom through the restoration. On the eastern side, a historical timeline of the New York – New Jersey Trail Conference is displayed through photographs, drawings and supplemental text.

Additional photographs and historical information will be added to the stairwell in the near future.

5.4.3. Gallery & Meeting Room 105

The meeting room/main hall is available as a meeting area, workshop/presentation area, event area, or even a workspace for volunteer or staff use. It is important to always keep in mind that this is a public gallery and should be maintained appropriately when not in use for a meeting. (i.e. return to default configuration.) Any planned meetings or use of this room should be reserved on the Outlook Office Calendar.

1. Rolling, fold-away tables and stacked stationary chairs are available, and a podium is also available for presentation purposes.
2. The default configuration is for room to be left open and navigable, with chairs and tables placed around the perimeter; tables should be folded and pushed together in groups of four or five, with groups positioned in opposite corners of the room, and chairs should be stacked and placed along the outer edges of the room.
3. Alternate configurations can involve both tables and chairs (large square, long banquet tables, individual classroom-style tables) or just chairs (events or presentations). If space is needed, unused fold-away tables and chairs can be moved out of the room to an unused location on the first floor.
4. Basic cleanup (see below) should be performed following use of the area, and tables and chairs should be placed in the default configuration if they have been moved.
5. Default configuration is shown in the floorplan below.
6. **Manager:** Membership and Development Director

5.4.4. Sales Area 111 – to be developed

5.4.5. Restrooms and Showers

1. There are four restrooms in the building. Men's and women's restrooms on the first floor are located near the Sales Area (111). The second floor restrooms are located immediately opposite the Small Meeting Room (215).
2. The women's rooms are equipped with dual-flush toilets (0.9 and 1.28 gallons).
3. All sinks have motion activated faucets.
4. Both upstairs restrooms have zero-step entry showers.

damaged by insects, leaving holes and discoloration. The trees were then subsequently harvested and converted into lumber (called Wormy Chestnut). Rated as very durable and rot resistant, many trees killed by the chestnut blight were left standing and eventually were damaged by insects. Because of the blight wiping out nearly all mature American Chestnut trees, its lumber is both rare and (relatively) valuable. Wormy Chestnut in particular is usually salvaged from old barns and other structures, and reprocessed and sold as reclaimed lumber. Prices are likely to be high for a domestic hardwood.

5. There is a single exhaust fan for all restrooms such that turning on the exhaust fan from any restroom exhausts all. The lower floor restrooms turn on the fan via motion activated switches. The upper floor rooms are equipped with user selectable timer switches.
6. **Manager:** Operations Manager

5.4.6. 1st. Fl. Deep Sink Closet

1. The deep sink closet is located between the restrooms on the first floor.
2. The sink is equipped with an Envirox cleaning solution dispenser.
3. The closet is used store cleaning tools as necessary for the contract cleaning service: mops, brooms, dust pan, floor bucket, spray bottles, and vacuum. Additionally, c-fold hand towels and toilet paper are kept here.
4. The shut-off valves for two of the outside water faucets are located underneath the sink.
5. A drain pipe for the upper floor restrooms runs along the back wall and a basement ventilation pipe is located near the door.
6. **Manager:** Operations Manager

5.4.7. Pantry 110 – to be developed

5.4.8. Community Room/Library 113

1. The community room is available as an indoor event area. Use of this area does not require making a reservation.
2. There is currently no furniture in the community room, so the default configuration is currently for no furniture to be in this area.
3. Basic cleanup (see below) should be performed following use of the area, and any furniture brought into the area should be removed to match the default configuration.
4. **Manager:** Membership and Development Director

5.4.9. Deck

1. The deck is available as an outdoor meeting area or event area. These uses should be reserved on the Outlook Office Calendar.
2. There is currently no furniture on the deck.
3. Basic cleanup (see below) should be performed following use of the area.
4. **Manager:** ??

5.4.10. Mech. Equipment Room 116

The mechanical equipment room (also called the geothermal room) houses most of the major electro-mechanical equipment for the building:

1. Pumps and switches for the geothermal heating and cooling system.
2. On-demand hot water heater, and its water and gas shut-off valves.
3. Elevator electric and hydraulic control system.
4. Fire suppression valves, sensors, and spare sprinkler heads.
5. Electric main panel PP-1-2.
6. Outdoor light timers.

7. Main water shut-off valve.
8. Domestic water shut-off valve.
9. Shut off valve for south side outdoor water faucet.
10. Heating/Cooling unit #4 (lower floor of new building section).
11. Controls for automatic entry door (handicap accessible door).
12. Small maintenance tools and supplies.
13. **Manager:** Operations Manager

5.4.11. Vestibule

1. The vestibule is the approximately 7 by 16 foot entry space between the main entrance and the community room 113.
2. Within the vestibule is a control panel for the alarm system and a pull switch fire alarm.
3. As part of the main entry to the building, only decorative or informative objects shall be placed within.
4. **Manager:** ?

5.4.12. Main entrance

1. The main entrance to the NYNJ Trail Conference building consists of two swinging handicap-accessible glass doors located on the west side of the structure. The doors are surrounded by glass panels to complete an arch.
2. The arch design very closely matches the dimensions of the existing original archway of the Darlington Schoolhouse historic entrance.
3. The handicap accessible feature is turned off automatically every night at 5:00 PM with a follow up shutdown at 9:00 PM. The switch is located between the elevator and the geothermal room with an additional remote switch located in the second floor meeting room 214.
4. **Manager:** ?

5.4.13. Server File Room 203

The Server File Room is located at the north side of the main staff room. Within the room are the following:

1. Computer servers are located in a black cabinet at the rear of the room.
2. All ethernet and phone connections for the building are located at routers next to the server cabinet.
3. The video security monitor is located on the top of the black server cabinet.
4. The telephone interface is mounted on the south wall adjacent to the router stack.
5. There are seven file cabinets in the room with map storage behind the cabinets on the north wall.
6. An uninterruptible power supply is located on the floor near the black server cabinet.
7. The room is cooled by it's own heating/cooling unit (#6) and kept at a constant seventy degrees.
8. **Manager:** Operations Manager

5.4.14. Printer Room 205

The Printer Room is located at the south side of the main staff room. It contains the following:

1. An HP Designjet T2530 large format printer.
2. A Canon C250IF multi-function printer-copier.
3. Basic office supplies: pens, paper, folders, etc.
4. A paper shredder.

5. A spiral binder.
6. Laminator.
7. Paper shear.
8. Hole punches and staplers.
9. Trail Conference letterhead and envelopes.
10. Large counter top workspace.
11. Electric sub-panel PP2-1 housing the main staff room circuit breakers.
12. **Manager:** Operations Manager

5.4.15. *Open Staff Office 204*

1. The open staff office has space available for volunteer and staff use. Since this area is shared with staff cubicles, meetings and work during weekdays should remain quiet and respectful. This everyday usage does not require making a reservation.
2. Two tables and eight stationary chairs are available.
3. The default configuration is for one table and four chairs to be placed on either side of the center aisle. Alternate configurations can include placing the two tables together and bringing additional chairs.
4. Basic cleanup (see below) should be performed following use of the area, and chairs and tables should be placed in the default configuration if they have been moved.
5. **Manager:** Operations Director

5.4.16. *Small Meeting Room 215*

1. The small meeting room is available for volunteer and staff use, both for small meetings as well as a workspace that can afford some additional privacy/quiet if desired. Any planned meetings or use of this room should be reserved on the Outlook Office Calendar.
2. One round table and five rolling office chairs are available.
3. The default configuration is for the table to be centered in the room with five office chairs around it. An alternate configuration can incorporate additional chairs elsewhere in the room.
4. Basic cleanup (see below) should be performed following use of the area, and chairs and table should be placed in the default configuration if they have been moved.
5. **Manager:** Operations Director

5.4.17. *Large Meeting Room 214*

1. The meeting room/large conference room is available for volunteer and staff use, either for small meetings, large meetings, workshops/presentations, or as a workspace that can afford some additional privacy/quiet if desired. Any planned meetings or use of this room should be reserved on the Outlook Office Calendar.
2. Currently, six rolling tables and 16 rolling office chairs are available.
3. The default configuration is for the six tables to be joined as a large rectangle and centered in the room, with the 16 chairs placed around the perimeter of the rectangle. An alternate configuration, such as for a workshop/presentation, can involve the tables being separated and placed so that the tables and chairs are facing a short end of the room; this can allow all attendees to face the same direction toward the presenter and/or a slideshow presentation.
4. Basic cleanup (see below) should be performed following use of the area, and tables and chairs should be placed in the default configuration if they have been moved.
5. **Manager:** Operations Director

5.4.18. Open Volunteer Office (209)

1. The open volunteer office is available for volunteer and staff use, with 15 possible workstations. This everyday usage does not require making a reservation.
2. This area is also available for workshops and presentations, with approximately 20 seats. This use should be reserved on the Outlook Office Calendar.
3. Three table/desk surfaces are fixed in place with available electrical outlets, eight small file cabinets are situated under the desks, and 15 rolling office chairs are available.
4. The default configuration is for each office chair to be placed at a workstation. An alternate configuration for workshops/presentations can incorporate additional chairs along the window wall.
5. Basic cleanup (see below) should be performed following use of the area, and chairs should be placed back at the workstations if they have been moved.
6. **Manager:** Operations Director

5.4.19. Back Stairs

The back stairs, located at the rear of the building, connect the Community Room 113 with the Break Room 210.

1. The upper door to the stairs can be locked from the stairwell to prevent entry to the upper floor. As a fire door, it is always able to be opened from the Break Room. The lower door does not have a lock.
2. Within the stairwell is a small set of steps leading to the rear exit of the building and the basement access door. This door can always be opened from the inside in order to exit the building. There is a pull fire alarm at the rear exit door.
3. Discarded cardboard and paper can be placed at the rear entrance prior to recycling, otherwise, nothing is to be stored in the back stairwell.

5.4.20. Break Room 210

The Break Room provides staff and visitors with access to a small kitchen and eating area including:

1. Kitchen appliances: refrigerator/freezer, microwave, dishwasher, and sink.
2. A commercial coffee maker.
3. A water dispenser providing both hot and chilled water.
4. Storage cabinets and counter.
5. Two small tables with four chairs each.
6. Trash and recycling receptacles.
7. A fire extinguisher is mounted in the Break Room next to the entrance to the Back Stairs.
8. Located within the Break Room is the second floor janitor's closet.

5.4.21. Storage Room 212

Storage Room 212 is located adjacent to the Break Room on the second floor. Boxes of maps are stacked along the back wall. It also contains seven large metal racks used primarily for the storage of maps and literature. Additionally, a small number of boxes containing accounting files, awards, and posters are kept here.

Electric sub-panel PP 2-2 can be found in the Storage Room. This panel contains the circuit breakers for the Break Room as well as the second floor open office, meeting room, elevator, hot water, first floor lights, main entrance doors, and outside lighting.

5.4.22. 2nd Fl. Deep sink Closet

The Second Floor closet is located at the rear of the Break Room next to the refrigerator. It is used for the storage of basic janitorial supplies and equipment. Within the closet can be found:

1. A deep sink for janitorial use. Above the sink is an Envirox cleaning solution dispenser.
2. Water supply shut off valves for the Break Room coffee maker and water cooler/heater.
3. Backpack vacuum.
4. Rolling mop bucket.
5. Dustpan and broom.
6. Plastic trash bags and spray bottles of cleaner.
7. An exhaust fan with wall-mounted switch.

5.5. Décor: Art & Memorabilia

Owner: Brendan C.

Occasionally, artwork and memorabilia may be donated to the Trail Conference with the intention that it be displayed in the Headquarters building. If someone calls with an offer of artwork, the caller's contact information should be gathered and it should be requested that a picture of the artwork be emailed to Brendan (brendan@nynjtc.org). It should be noted immediately that no artwork is considered to be on permanent display.

The picture of the artwork(s) should then be directed to the Art Committee chair, Glenda Haas. The Trail Conference will not accept unframed prints, paintings, drawing or photographs. It is imperative that any artwork, but especially any standalone artwork, such as a sculpture or carving, be approved by the committee. The committee holds the right to accept or refuse art work presented to the conference. Memorabilia specific to the history of the Trail Conference will generally be accepted when offered.

1. The intention of the donor of an offered artwork or memorabilia should be made known by the donor to the art committee.
2. The committee should be instructed if the donor has any specific request pursuant to the acceptance of the art work (ie, display location, recognition or anonymity of the donation, length of time of donation – permanent or temporary).
3. The committee should be informed of the name of the artist of the artwork, the title of the artwork and the year the artwork was created. If appropriate, they should be apprised of the value of the artwork.
4. The committee should be presented with an image of the artwork on which to base its decision.
5. If the artwork is accepted and the donor would prefer to receive an in-kind contribution letter, the committee will instruct the appropriate Development department staff member, Brendan Cunningham, regarding the value of the artwork as provided by the donor, as well as contact information including address, in order for staff member to enter the data into eBase, then write and mail the letter.

Any memorabilia that the Trail Conference owns and intends to be displayed is placed in the care of the Art Committee. The Committee maintains an inventory of the awards that have been removed to offsite storage, when they are not displayed.

5.5.1. Art Exhibitions

The Art Committee has installed a display system in the main schoolroom for the purpose of holding exhibitions of artwork that reflects the mission of Trail Conference.

1. The Art Committee will curate the shows using local artists, including Trail Conference members when possible. The proposed artist(s) would provide the number, size and value of the artwork(s) which would then be presented to the Trail Conference insurance agent for the purpose of a rider covering the drop-off of works, the exhibition dates, and the pick-up dates.
2. If the cost of the insurance rider is approved, the Committee is responsible for procuring agreements with the artist(s) for the temporary loan of artwork for specified exhibition dates and the dates prior for drop-off and after for pick-up of art works.
3. The artist(s) are responsible for paying the full cost of the deductible in the case of a claim against the Trail Conference insurance policy. There are no exceptions to this caveat of any exhibition.
4. The artist and the Committee would agree on a set date for the drop-off of works before the exhibition and for the pick-up of works after the exhibition.
5. A Trail Conference staff member must be available for the purpose of completing condition reports at drop-off. The artist would be required to sign off on the agreed condition of the work. Upon pickup, the artist would once again sign for the release of the art work.

The main schoolroom, when possible, can be made available for viewing the art works. If the building is open to the public on weekends or during special events, the Art Committee would be responsible for ensuring the security of the art works either through the presence of a staff member or volunteer.

5.6. Deliveries: U.S. Mail & Packages – to be developed

Owner: Garry W.

Where is mail received and who signs for deliveries?

5.7. Dining Area and Services

Owner: Soňa Mason, Peter D.

5.7.1. Commercial Kitchen – to be developed

How is 1st floor kitchen used? What are the rules?

5.7.2. Break Room Kitchen Area

Owner: Sona M., Peter D.

The break room kitchen, located on the second floor next to the back stairs, serves as our community break room where we can enjoy time to eat and relax. It is our responsibility to keep this area clean for hygiene, safety and employee morale.

We encourage everyone to eat in the kitchen and not at their desk/workstation. In the event this is not possible, please bring trash to the kitchen for disposal. Do not use your work area for food disposal. This will help keep the building free of unwelcome pests as well as provide for a more appealing work environment.

For the benefit of all of us, our kitchen includes:

- Refrigerator
- Microwave
- Toaster
- Water cooler with hot & cold water
- Double basin steel sink
- Dishwasher
- Kitchen utensils, plates, coffee carafes
- Two coffee machines (one is a spare)
- Recyclable trash containers
- Utility sink in the closet
- Cleaning supplies, including cleaning liquids, paper towels, trash bags and rubber gloves are kept in the cabinet under the sink.
- Spray bottles with cleaning liquid on the counter for cleaning tables and counters after use

Designated staff and volunteers, as indicated by the scheduled work chart/roster, will make sure the kitchen is maintained for everyone's enjoyment. This doesn't mean that these designees will do the cleaning, but they will make sure that this space will remain a clean, friendly environment for all. In this regard, please practice the following kitchen etiquette rules, and be sure to effectively communicate them to volunteers, AmeriCorps members, interns, or anyone else under your supervision:

5.7.2.1. Refrigerator

1. Label all food so co-workers know what belongs to others using the decals and marker hanging from the fridge door.
2. All unlabeled food will be assumed to be donated/shared, and either eaten or disposed of promptly.
3. Be responsible. Don't leave food in the fridge if you will be out of the office for a while.
4. The fridge is for all of us. Don't be a fridge hog.
5. The fridge will be cleaned out regularly by a designated staff or volunteer, as indicated by the scheduled work chart.
6. Make sure you take the time to explain this to all visitors/office volunteers/Americorps/interns who work with you

5.7.2.2. Microwave

1. Meant for heating food – not cooking it.
2. Clean up all spills immediately - including the glass rotary dish and any spill-cover
3. Be conscious of foods that have lingering smells, such as most seafood.

5.7.2.3. Toaster

1. Shake the crumbs out when you are done.
2. Wipe the area around the toaster as well.

5.7.2.4. Coffee Machine

If you drink the last of the coffee, depending on the time of day, either make a new pot or clean the machine, throwing away coffee grinds, and washing the pot and filter cup.

Directions for using the coffee machine are posted on the refrigerator next to the machine, as well as stored with the other device manuals in the Ziploc bag in the cabinet above the sink.

Details for the above sign:

1. Place one paper filter into brew basket.
2. Place the proper amount of coffee into the filter [1 2oz-3oz bag]
3. Slide the brew basket into holder.
4. Place the appropriate empty decanter into position below the brew basket. For airpots first open lid and remove pump stem. Do NOT place the pump into the sink - will accumulate bacteria.
5. Press brew start switch.
6. Allow the brew cycle to complete before removing decanter or attempting to pour coffee
7. To clean brew basket simply remove from brew rails and dump filter into waste basket. The brewing process, as described above, can now be started again.

For the appropriate format for the above signage: please refer to the signage section.

5.7.2.5. Kitchen Sink

1. Do not leave dishes, mugs, etc. in the sink.
2. Wash and store/remove right away

5.7.2.6. Dishwasher

1. Rinse all items before putting them in the dishwasher.
2. If the dishwasher is full, use the soap packets provided and run the machine.
3. Empty dishwasher after the drying cycle.
4. Instructions for the dishwasher are stored in the cabinet above, along with the fridge and coffee maker instructions. All you need to do is hit AUTO and START.
5. If the washer isn't yet full, or if you want it to wash later, then hit DELAY until the desired number of hours is displayed, then hit START. The machine will begin after those hours have elapsed.
6. Please run dishwasher especially before start of each weekend.
7. If dishwasher indicator light reads clean, please empty the dishwasher storing all items in their place.

5.7.2.7. Counters

1. Throw all trash away.
2. Make sure to clean up all crumbs, spills, coffee rings, etc., using cleaning liquids to sanitize. Cleaning supplies including spray bottles are in the break room kitchen closet with the utility sink.
3. Use recyclable containers for cans, plastics, paper and trash.
4. Signage for Recyclables (+ list recyclable & non-recyclable items - eg styrofoam, anything greasy, napkins, tissues) to be created

5.7.2.8. Dining Tables

1. Make sure to clean up all crumbs, spills, coffee rings, etc., using cleaning liquids to sanitize.
2. Reposition tables if they have been moved.
3. Reposition chairs around the tables and center napkin holders
4. See general point 2 below.

5.7.2.9. Oven (1st Floor Kitchen)

1. To turn oven ON or OFF, press, and hold down, the ON/OFF button
2. Oven is sometimes inadvertently turned on then not turned off.
3. If oven is demonstrated to visitors, be sure that it is turned off after visit.

5.7.2.10. Trash and Recycling

1. Trash is collected on Thursdays.
2. Our outside cleaning company will only empty the trash receptacles once a week over the weekend.. If the kitchen garbage can is full, bag it and replace with a new bag. Place the full bag in dumpster, located in the parking lot.
3. Thoroughly rinse all plastic and glass recyclables before placing in the appropriate receptacle. If an item cannot be rinsed, place it in the trash.
4. Please empty the full trash receptacles, replace liners and bring trash to the dumpster in front of the building, at the back of parking.

5.7.2.11. General

1. If you use the last of something, replace it immediately; such as paper towels, cleaning liquid, sponges, trash bags, coffee, etc. If there are no replacements, notify the Operations Assistant so we can reorder,
2. Leftovers from meetings or parties will be left on the kitchen counter and/or in the refrigerator. An email will be sent to the staff, and a simple handwritten note will accompany the leftovers, saying help yourself. All leftovers will be discarded at the end of the day.
3. If necessary, wipe down tables and counters and move chairs to their original positions.
4. Signs are posted to remind each of us of our responsibilities.
5. If fruit flies become an issue, place a small jar of apple cider vinegar by the sink and/or trash. Cover the jar in seran wrap and poke several small holes. Flies will enter through the holes and be unable to escape. Dispose of the jar's contents once the issue subsides.
6. Help where you can! Clean and fix small issues as you find them, and nobody will have to shoulder an unfair burden.
7. [Perhaps an additional suggestion to be responsible for those you are supervising] If you are supervising any volunteers, AmeriCorps members, interns, or others who may be using the break room kitchen, please make a point to remind them of proper etiquette and, if possible, clean up following their departure if any messes have been made
8. Signage considerations for some cabinets/drawers: "reusable dishware, disposable dishware, beverage, accoutrements.

There should be no evidence that you were ever in the kitchen. As a general rule, leave the kitchen in better condition that you found it so it may be a place of enjoyment for all. Thank you.

5.8. Housekeeping

Housekeeping is the responsibility of the Building Manager. Currently the Trail Conference has a contract with AOA Cleaning of Midland Park, NJ. for weekly cleaning of the building with the following specifications:

Entrances:

1. Monthly dusting.
2. Spot clean walls, light switches, and doors.
3. Dust mop hard surface floors.
4. Damp mop hard surface floors.
5. Clean both sides of door glass and wipe frames.
6. Vacuum walk-off mats.

Lobbies:

1. Monthly dusting.

2. Spot clean walls, light switches, and doors.
3. Damp wipe horizontal surfaces with appropriate cleaner.
4. Monthly - Vacuum or brush upholstered furniture.
5. Clean and sanitize telephones.
6. Arrange furniture.
7. Empty and remove trash, replace liner as necessary.
8. Dust mop hardwood floors.
9. Damp mop hardwood floors.
10. Vacuum walk-off mats.

Conference Rooms:

1. Monthly detail dust.
2. Spot clean walls, light switches, and doors.
3. Damp wipe horizontal surfaces with appropriate cleaner.
4. Monthly - Vacuum or brush upholstered furniture.
5. Clean and sanitize telephones.
6. Arrange furniture.
7. Empty and remove trash, replace liner as necessary.
8. Spot clean carpet.
9. Detail vacuum all carpet.
10. Monthly - Detail vacuum corners and edges.
11. Dust mop hardwood floors.
12. Damp mop hardwood floors.

Offices:

1. Monthly - detail dust
2. Spot clean walls, light switches, and doors.
3. Damp wipe horizontal surfaces with appropriate cleaner.
4. Monthly - Vacuum or brush upholstered furniture.
5. Clean and sanitize telephones.
6. Empty and remove trash, replace liner as necessary.
7. Spot clean carpet.
8. Detail vacuum all carpet.
9. Monthly - detail vacuum corners and edges.
10. Dust mop hardwood floors.
11. Damp mop hardwood floors.

Hallways:

1. Monthly detail dust
2. Spot clean walls, light switches, and doors.
3. Dust mop hardwood floors
4. Damp mop hardwood floors
5. Clean and polish drinking fountains.

Restrooms:

1. Empty trash, refill supply dispensers, clean and disinfect fixtures, clean mirrors, counters, and chrome.
Sweep and mop floor using appropriate cleaner.

Lunchroom:

1. Monthly detail dust
2. Spot clean walls and light switches.
3. Arrange furniture.
4. Dust mop hardwood floors.
5. Damp mop hardwood floors.
6. Damp wipe tables, chairs, and counter.
7. Clean sink with appropriate cleaner.
8. Clean coffee machine.
9. Vacuum walk-off mats.
10. Damp clean interior and exterior of microwave.
11. Empty and remove trash.
12. Monthly - Clean refrigerator.

Other:

1. Clean janitor closet.

5.9. Keying System

Key management is one of the components of providing a secure workplace, in combination with our alarm and video surveillance systems. Our system needs to be flexible enough to meet the diverse and extended use of our inside staff, external trail crews, retail store, volunteers, contractors and the public. In that regard, our key management plan is an unrestricted system (meaning keys may be copied) and uses standard cylinders. We also utilize master key systems to allow specific groups access to multiple doors. This combination offers the benefits of a low-cost, convenient system. External entrance keys will be imprinted with “Do not duplicate”, although this is not easily controllable. Our other security systems including the building alarm, surveillance cameras and police surveillance systems are integral components of our security solution.

5.9.1. Key Holder Procedure

Inside staff, trail managers and volunteers will be issued building keys for ingress, egress and internal spaces. The following key holder chart describes the level of access by staff group, volunteers, maintenance contractor & outside organizations:

Keyholders:	Master Key #1	Master Key #2	Master Key #3
Executive Director	X		
Deputy Executive Director	X		
Operations & Finance Director	X		
Mem/Dev Director	X		
All Permanent Staff, Trail Crew & Volunteers		x	X
Outside Groups			x

1. Outside organizations will turn off/on the alarm when entering/leaving and return keys to the Executive Director or his/(her) designee the next business day.
2. There is also an elevator for use by all. The executive staff maintains the key to the elevator.
3. We don't recommend placing identifying labels on the keys

5.9.2. Key Distribution List

Also note that the Operations Team maintains a log of who has keys.

Door #	Description	Room #	Floor	Cylinder Type	Master Key #1	Master Key #2	Master Key #3
1	Historic Entrance		1	Schlage (was Yale)	X		X
2	Executive Director Office	103	1	Schlage - Emtek	X		
3	Executive Director Office	103	1	Schlage - Emtek	X		
4	Executive Director Outside Entrance	103	1	Schlage (was Yale)	X		
5	Mem/Dev Office	104	1	Schlage - Emtek	X	X	
6	Mem/Dev Director	105A	1	Schlage (was Yale)	X	X	
7	Conference Room	105B	1	Schlage (was Yale)	X	X	
8	Mem/Dev Office Outside Entrance	14	1	Schlage (was Yale)	X		
9	Meeting Room	105	1	Schlage	X	X	
10	Sales Office	112	1	Schlage (was Yale)	X	X	
11	Utility Closet	N/A	1	Schlage (was Yale)	X	X	
12	Pantry	110	1	Schlage (was Yale)	X	X	
13	Main entrance - left side		1	Schlage	X		X
14	Main entrance - right side		1	Schlage	X		X
15	Deck entrance - left side		1	Schlage	X		X
16	Deck entrance - right side		1	Schlage	X		X
17	Mechanical Equipment Room	116	1	Schlage (was Yale)	X	X	
18	Mechanical Equipment Room closet	116	1	Schlage (was Yale)	X	X	
19	Tool Storage	118	1	Schlage (was Yale)	X	X	
20	Back Entrance Door		1	Schlage	X		X
21	Basement Door		1	Schlage (was Yale)	X	X	
22	Break Room Storage	210	2	Schlage (was Yale)	X	X	
23	Back Stairs		2	Schlage	X	X	
24	Storage Room	212	2	Schlage (was Yale)	X	X	

25	Large Meeting Room	214	2	Schlage (was Yale)	X	X	
26	Large Meeting Room	214	2	Schlage (was Yale)	X	X	
27	Small Meeting Room	215	2	Schlage (was Yale)	X	X	
28	Staff Office Door	204	2	Schlage (was Yale)	X	X	
29	Printer Room	205	2	Schlage - Emtek	X	X	
30	Historic Stairs Door (by Pull Rope)		2	Schlage - Emtek	X	X	
31	Operations & Finance Office	202	2	Schlage - Emtek	X		
32	Deputy Executive Director Office	201	2	Schlage - Emtek	X		

5.9.3. *Lost Keys*

Lost keys are inevitable. The following procedure should be followed if a key is lost:

1. All lost keys should be reported to the Executive Director and Operations Manager.
2. The Executive Director will decide if the key just needs to be replaced or if locks need to be changed.

Factors that will be taken into consideration are:

- a. Can the lost key be tied to our building?
- b. Was there any description attached to the key?
- c. We don't recommend placing identifying labels on the keys.
- d. Was the key lost with anything else that could tie the key to the building (i.e. employee identification)?
- e. Where was the key lost? In the parking lot or in an unrelated public area.
- f. Was it an external or internal door key?

5.9.4. *Stolen Keys*

All stolen keys should be reported to the Executive Director. In general, if keys are stolen along with other identification that links the person to our building, all outside door locks should be changed.

5.9.5. *Orders & Storage*

All key orders should be given to the locksmith by the Executive Director or his/her designee.

Spare key quantities will be securely maintained by the Executive Director.

5.9.6. *Retrieval*

All internal staff, trail crew managers, and volunteers will return keys upon termination of service.

5.9.7. *Terminated Employees*

With an unrestricted system such as ours, duplicate keys can easily be made.

1. If the terminated employee was a disgruntled employee and the feeling is that there is a moderate to high level risk associated with the employee, then consider changing all outside door locks.
2. Alarm codes will be changed after all terminations.

5.10. Library

Owner: Brendan C., Annette F.

Next to the deck entrance is the community room with a library that educates about the great outdoors. The sign out book is located on the top shelf.

5.10.1. *Hoeflerlin Library*

The Hoeflerlin Library, shelved at the Trail Conference office, includes more than 1200 titles on subjects relating to hiking, backpacking, trails, and nature. The focus is on the Northeast, but there are hiking guides for locations across the country and globe. The library is for the use of Trail Conference MEMBERS only and can be browsed whenever the office is open (typically standard business hours). Our volunteer librarian is Annette Feldman. Our Trail Conference liaison for Annette is Brendan Cunningham.

To check whether a book has been entered into our library catalogue, simply type the title, author, or subject (example, "Appalachian Trail") into the search field on <http://www.nynjtc.org/content/hoeflerlin-library> and hit Search. If a match is displayed, then the book is in our collection. One can learn more about the book and purchase it from a third party by clicking on the links displayed.

5.10.2. *Borrowing Guidelines*

1. Books or videos may be borrowed for two weeks.
2. Only two books or videos may be borrowed at one time.
3. Lost book/lost video charge: Current cost of book/video replacement, plus \$10.00.
4. Books/videos may be requested by mail and will be shipped UPS. Call the office (201.512.9348) to confirm that we have a book and to make arrangements to borrow it.
5. Books/videos may be returned by UPS, by insured mail, or by bringing them back to the office.
6. Additionally, books are checked out at the Trail Conference Headquarters by recording the member's name and address in the loose leaf binder labeled "Borrower's Record" kept on the top shelf of the bookcase in the library.

5.10.3. *Online catalog - 'LibraryThing'*

LibraryThing.com is a web-based tool that lets any person or organization set up an online catalog. A catalog can include the things you would normally expect to find in a regular library catalog, like title, author and subject. You can also enter other descriptive tags about the books.

Anyone who can access the internet can search <http://www.librarything.com/catalog/nynjtc>, the Trail Conference library to see what books we own. However, because we don't use LibraryThing to check books out yet, users still need to call or come into the Trail Conference office to know for sure if a book is on the shelf and available to borrow. This procedure may change in the future.

Note for Trail Conference staffers helping members find books:

1. It is fine for people to use the search box on the NYNJTC website, and to follow those links to get information about the books.
2. Please do not instruct non-staff users to sign on to the LibraryThing website using the username and password, as this allows access to change the actual entries on the site, not something we want to open up to the general public.

Tips for using LibraryThing to search for books in the NYNJTC library:

1. From the [Library page](#) on the Trail Conference website, enter any search terms in the LibraryThing search box, like this:
2. Alternately, you can find the site by logging on to the LibraryThing website (<http://www.librarything.com>). Use the Trail Conference username (nynjtc) and password (trails).
3. Enter your search terms and click 'Search.' You will see a list of books that match your search. You can search for a specific title, if you know it, or something more general like 'Utah' or 'Children.' Or combine terms, like 'Utah trails children' to fine tune your search. Don't worry about capitalization.
4. Scroll through the results of your search, and if you want more information about any of the results, click on the title. You will go to a page with whatever information we have about the book, including a description.
5. Results from your search will appear below the search box, like this:
6. You can search using any combination of these:
 - a. Any part of the title (day hikes, best hikes, etc. work; you don't need the full title)
 - b. Author's name (first, last or both)
 - c. Tags are words that have been added to the information about the book that make it easy to find, even if you don't know the title or author, or if you are just doing a more general search and don't even know if we have a book you might want. Several kinds of tags have been added including **subject** tags and **geographic** tags. A sample of some subject tags that have been added include: AT, Biking, Boating, Canoeing, Climbing, Children, GPS, Geology, History, Rescue, Skills, Survival
7. For a full list of tags currently in use, log on to the LibraryThing website (<http://www.librarything.com>). Use the Trail Conference username (nynjtc) and password (trails).
8. Open the 'Your books' tab, and then click the 'Tags' button to open an alphabetical list of tags.
9. Geographic tags include the names of US states that are covered in books, as well as countries, regions (Catskills, Adirondack, etc.) and some specific trail names (like AT and PCT).

5.10.4. Library Donations

We try to offer current guides that reflect trail configurations and/or equipment recommendations that would be useful to people getting out on trails now, rather than historical information. For US trail guides, we generally only accept ones that are reasonably up to date (we aim for no more than 5-10 years old). European trail books, due to a lower supply, may be older than 10 years.

5.11. Maintenance Requests

Owner: Mary P.

The Buildings Manager will be the primarily responsible for the ongoing maintenance of the building.

1. A log will be maintained on the server detailing when each system has been serviced, details of what was done, and when the next schedule for maintenance should be.
2. Should staff or volunteers notice an emergency building maintenance issue, it should be reported to the Building or Operations Managers immediately.

3. Should staff or volunteers notice a non-emergency building maintenance issue, it should be reported by e-mailing a description of the issue and its location to schoolhouse@nynjtc.org.
4. The issue will be entered into the maintenance log weekly and addressed according to its priority level.
5. The Operations Manager will review the Maintenance Log with the Building Manager at a minimum of monthly with the Building Manager to ensure all issues are addressed and resolved appropriately.

5.12. Parking

Owner: Staff TBD

5.12.1. *Handicapped Parking -- RELEASED 11/5/2015*

1. There are two ADA accessible parking spaces in the Headquarters parking lot. The spaces are marked with blue paint and international symbol of accessibility signage in front of the spaces.
2. Parking here is reserved for visitors with limited mobility who have a handicapped sign visibly displayed in their vehicle.
3. The bluestone walkway is ADA compliant, the front doors can be opened automatically, and an elevator is available within the building to the left of the front entrance.
4. The elevator must be turned off at the end of each business day in order for the front doors to be locked properly. The front door key works to turn the elevator on and off.

5.12.2. *Off-Hours Parking – to be developed*

5.12.3. *Overflow Parking*

Overflow parking can be directed to one of two locations; the Ramapo Valley County Reservation parking lot, or the Continental Soldiers Park lot. Ramapo Reservation is preferred for both its capacity and easy walking access to the Darlington Schoolhouse lot. The church across the street from the Darlington Schoolhouse is not public parking, and visitors should not park there for Trail Conference functions. Any people who leave their vehicles in the church lot may be subject to prosecution.

5.12.3.1. *Parking at Ramapo Reservation During Daylight Hours:*

1. Let visitors know to park in the Ramapo Reservation lot, and to follow the path at the northern end of the lot to the Darlington Schoolhouse. The walk is .14 miles and is not wheelchair accessible.
2. No other action needed.

5.12.3.2. *Parking at Ramapo Reservation After Daylight Hours:*

1. Before the event, contact the Bergen County Park Superintendent at 201.336.7284. Confirm that parking will be allowed on that date, as normally cars are ticketed if they remain in the lot after dark.
2. Ensure that all visitors know to display a Trail Conference parking pass in their windshield. This parking pass is available on our website to be printed in advance and all visitors should be directed to the link before the event (<http://nynjtc.org/document/parking-pass-ramapo-reservation>). Additional printed copies of the pass should be available at the front desk for visitors who did not come with a pass for their vehicle.

3. Let visitors know to park in the Ramapo Reservation lot, and to follow the path at the northern end of the lot to the Darlington Schoolhouse. The walk takes approximately five minutes and is not wheelchair accessible.
4. Communicate to all visitors in advance that they should bring flashlights or other illumination, as the walk from the Ramapo Reservation lot to the Darlington Schoolhouse is not well-lit.

5.12.3.3. Parking at Continental Soldiers Park:

1. Parking at Continental Soldiers Park is not advised for accessing Darlington Schoolhouse, as visitors are required to walk along the road to reach the building. If it must be used, a staff or volunteer should be on hand to guide visitors to the building and walk with them if needed.
2. All other protocols are the same as for parking at Ramapo Reservation, except that evening parking requests should be directed to the Township of Mahwah, Department of Recreation instead of Bergen County Parks. The phone number to call is 201.529.5757 x254.

5.12.4. Shared Driveway

Our driveway and parking lot serve as a shared driveway to the fenced-off sewer pumping station. This station is managed by Northwest Bergen County Utilities Authority (NBCUA), and procedures need to be followed to make sure access by NBCUA employees is not restricted by our activities.

A primary staff liaison should be assigned by the Operations Director for communications with NBCUA. This liaison should then establish primary and secondary contacts at NBCUA with name, position, phone numbers (office & cell), and e-mail if available. The staff liaison should create procedures for communicating special requests to NBCUA contacts, and should periodically request feedback from NBCUA contacts about any concerns or issues they may have.

The following situations are **NOT** allowed, as they restrict access to NBCUA employees:

1. Blocking the driveway entrance at the road without an attendant.
 - a. If driveway is blocked and an attendant is present, the attendant should be able to quickly remove blocking implements to allow access by NBCUA.
2. Parking along the grassy shoulder between the parking lot and pumping station fence.
3. Parking in the parking lot outside of painted parking spaces in such a way that would impede a truck's ability to pass.
4. Placement of obstructions in the parking lot that would impede a truck's ability to pass.
 - a. For instance, sponsor pop-up tents at an outdoor event could be placed in parking space areas, but not in the main driveway access area.

The following situations **ARE** allowed:

1. Temporary blocking implements across the driveway entrance at the road, but only if an attendant is present.
2. Blocking implements for individual or groups of parking spaces that leave the central driveway passable.

Snow removal efforts should be coordinated with NBCUA, or at the very least, NBCUA should be informed of our snow removal procedures. Please see [Snow Removal](#) section.

5.12.5. Special Events Parking

1. Special Events Parking requires the restricting of parking access to the general public.
2. “Restricted Parking/Private Event” signs shall be placed at the lot entrance early in the morning of the event or the previous evening.
3. Individual parking spaces shall be blocked with a combination of traffic cones and caution tape until attendees begin to arrive.
4. If necessary, a parking lot attendant will provide access for attendees.
5. Under no circumstances shall the driveway be blocked in such a way as to restrict access to the utility located at the end of the parking lot.

5.12.6. Staff Parking

There are twenty seven parking spaces in the parking lot available for staff parking. Sixteen on the south side, nine on the north, and two handicap only spaces adjacent to the main entrance walkway. In the event that all spaces are taken, staff may be asked to park in the Ramapo Reservation lot. If parking at the Reservation is necessary outside of normal business hours, a sign should be placed inside the staff member’s vehicle identifying them as Trail Conference employees.

5.12.7. Visitor Parking

Visitors should park in the twenty seven available spaces in the Trail Conference’ lot. When spaces are no longer available, visitors are encouraged to park at the Ramapo Reservation lot located approximately 800 feet south on Ramapo Valley Road. At the discretion of the Operation’s Director, staff may be asked to park at the Reservation Lot to allocate more parking for visitors.

5.13. Records Archives, Retention & Management – to be developed

Owner: Mary P.

Scope of records: archival materials and regular files. Address retention, what records do retention rules apply to, create and maintain an index of records in archives and where records are stored, storage rules

FYI, here’s some info from research I’ve done before, and may want to consider: The Sarbanes-Oxley Act addresses the destruction of business records and documents and defines intentional document destruction into a process that must be carefully monitored. There are two aspects of the Sarbanes-Oxley Act that are applicable to nonprofits:

1. Retention of documents related to lawsuits.
2. Strengthened whistleblower protection.

5.14. Retail Space – to be developed

Owner: Jennifer E.

Our newsletter, the e-Walker is also available at no cost and there is an area with select items for sale.

5.15. Signage

Owner: Amber R.

NOTE: The Signage section identifies the design requirements for interior and exterior signage. As such the program described here remains to be planned by staff and turned into specific projects to be implemented.

Considerations for this section:

3. Building map in lobby with room names
4. Authorized personnel only
5. Elevator signage
6. Others according to building codes?
7. Emergency lighting
8. Required Employer signage?
9. Naming opportunities?
10. Ed is thinking of having a large bulletin board to consolidate signs and notices.
11. Any OSHA requirements? Speak with John L. about OSHA.

5.15.1.

5.15.2. *Interior Signage Program - Amber*

Interior signs provide written directions, information, or precautionary messages in a clear and concise graphic manner. The goal is to eliminate all extraneous signage throughout the facility by following a signage program, outlined in detail below.

All signs must be approved by the Communications Manager or his/her designee.

5.15.2.1. **Overview**

1. Less is more
2. Keep it concise for reading while moving
3. Keep in-depth signage in wait areas only
4. Pictures and graphics speak volumes
5. Have consistent use of signage hierarchy
6. Have a recognized “look and feel”

The following sections provide further explanation of each point in the Signage Program, the challenges we all face, and the best practices.

The Signage Program provide directions, information, or precautionary messages in a clear and concise graphic manner to guide implementation. Guidelines cover all signage elements we are envisioning for the Trail Conference, where they should be located, and what messages they should indicate or use to inform the visitor.

Our goal is to eliminate all extraneous signage throughout the facility. The signage hierarchy is based on the informational needs of our users and to provide self-navigating spaces.

5.15.2.2. **Signage Principles**

Our Signage Program is based on signage principles that we expect to be adhered to during design, implementation, future changes and replacements. Principles are aimed at helping our visitors intuitively self-navigate through the facility.

The Signage Program follows these basic principles of design and purpose:

1. **Wayfinding:** how intuitively people move from the entrance and through the building;
2. **Primary signage:** larger and key signs identifying major areas of a building;
3. **Secondary signage:** smaller signs identifying more specific parts of a building;
4. **Tertiary signage:** less significant signage, such as those identifying restrooms, storage rooms, or legally required signage;
5. **Collateral:** temporary signage, flyers, etc. that are used to identify special programming, events, or giveaways;
6. **Technology:** use of computers screens, flat-screen monitors, and other technology to direct or offer information to customers.

5.15.2.3. Wayfinding

Wayfinding should be an intuitive experience for our visitors, allowing them to freely explore the environment while providing information and direction where appropriate.

1. Total signage package must flow from zone to zone seamlessly.
2. There must be consistent treatment within each zone regarding the overall principles for Primary, Secondary and Tertiary signage.
3. Since we are implementing signage in a new building, our goal is to install all the Primary signage throughout the building, then all the Secondary signage. Refrain from installing your signage zone by zone.

5.15.2.4. Signage Hierarchy: Primary, Secondary, Tertiary, Collateral

Primary signs direct the customer to the basic or major areas of the building.

Secondary signs identify more specific areas within those sections. Sign scale and information should be reflective of signage importance.

Tertiary signs, such as utility or ADA designation for room use, are placed minimally.

Collateral signs, such as program flyers, calendars, and brochures, are often categorized as Secondary signs and are temporary in nature. They are often made available for take home within these environments.

5.15.2.5. Signage Principles in Action

These guiding principles articulate the various challenges there are when selecting a customer-driven signage system. As customer needs change in time, the necessity for flexible modification of existing signage must be folded in as well.

1. **Be Consistent with Nomenclature**
Names for departments, destinations, and spaces should always be consistent on signage and graphic elements.
2. **Less Is More**
Customers will not pay attention to too many messages in one area or signs that take too long to read, or require too much time to understand. Be concise! Instead of 20 program flyers, choose 3 to highlight today or this week.

3. **Be Consistent**

Sign types handled in a consistent manner throughout a facility allow visitors to trust the information presented to them.

4. **Ensure Signs are Easy to Read While Moving**

Use clean fonts and short messages. Printouts must be in wall displays.

[WHAT KIND OF WALL DISPLAY? A FRAMED DISPLAY, KIOSK, BULLETIN BOARD?]

5. **Keep Signs Along Customer Sightlines**

Signs should appear “naturally” in your viewers’ sightlines, rather than having to search for them. Customers are intuitively given important finding cues.

6. **In-depth Signage in Wait Areas**

Placing a monthly event calendar in a wait area, such as by the Checkout, gives customers an opportunity to focus on learning about Trail Conference events. An 8.5” X 11” version may be made available for customers to take with them.

Signage should be placed so that users see an appropriate sign at the moment they are in need of further wayfinding information.

5.15.2.6. Basic Signage Program

Main Lobby

1. MAIN ENTRANCE WINDOW: HOURS: This is a letter-size sign that can be viewed from both sides. It is for the OPEN hours. It is mounted in a sign holder or similar frame, not simply taped to the window.
2. MAIN ENTRANCE WINDOW: COLLATERAL SIGNAGE: This is located at the main entrance and viewable from the interior and exterior of building for after hours viewing. This is a space for 1-2 program flyers, calendars, and similar Collateral signage. It is mounted in a sign holder or similar frame, not simply taped to the window.
3. FLAT SCREEN MONITOR SIGN: Placed in the lobby,, this monitor provides a looped slide show.
4. DIRECTORY AND CALENDAR: A directory of the facility and poster-sized calendar of events should be placed in the lobby..
5. REGULATION SIGNAGE: These are small Tertiary signs placed where appropriate.

Signage Text Colors

A well designed color and materials palette is critical to self-navigation because it enhances customer-focused spaces and gives a “look and feel” to the building. The color and materials palette for the signage and graphic elements is derived from the colors and materials found in the Branding Guide.

Typesets, Symbols & Arrows

Signs and graphic elements should use consistent typetypes, symbols and arrows. When using a family of graphic symbols, consistent treatment is important. Details may be found in the Branding Guide.

5.15.2.7. Collateral Signage Basics

It is very easy to clutter the lobby and store with a cacophony of information. These key tips focus on the most important points to remember when utilizing these tools.

When designing Collateral Signage, review the facility’s Branding goals. Utilize Branding elements to reduce signage clutter.

Directory

In the spirit of the Mall directory, the directory helps new or infrequent customers navigate quickly to their destination. Clearly organized with very little text is the aim. Be sure the directory:

1. Matches the shape of the floor plan
2. Is oriented from the front door or major entry
3. Shows landmarks such as the street or parking lot

To provide take-aways for the customers, a 8”X11” b/w copy of the directory may be made available.

Flyers and Wall Signs

Flyers and wall signs should be kept to a minimum and displayed only in the designated location. [LOCATION TO BE DETERMINED... BULLETIN BOARD IN LOBBY?] Due to the variety and high volume of programs and services offered:

1. Choose only a handful to feature at any one time
2. Less is more
3. Flyer templates punch up the visibility
4. Use a photo or graphic feature
5. Main Title section should use short, popular words to target customer groups
6. If a subtitle is needed keep it less than 8 words
7. Date and time needs to be easily understood and consistent from flyer to flyer
8. Description area of the flyer is not meant to “sell” the customer, but to clarify questions they may have
9. Keep all unnecessary information, repeat information, or lengthy background off the flyer
10. Keep description paragraph to four lines or less to enhance overall flyer presentation, providing target audience with a “teaser.”

Flat Screen Monitor

This screen presentation provides a snapshot of a highly selected set of events, classes, or services the Trail Conference is offering. It also includes background information on the organization. Seen on entry, it is displayed to help customers experience through their visual senses. Because of the location, color, and movement, it is a key tool for communicating. The number of slides is kept to a **minimum of 7 and maximum of 20**. The screen is mounted high enough so as not to be blocked by passers-by, and approximately within 10 feet of entry or in the Store.

The PowerPoint template has standard slide template pages found to be effective with customers. When updating a slide they are saved as jpeg files, loaded on a memory stick and placed in the DVD player to provide a “looped” viewing.

The standard 7 slides shown and that are never switched out are:

1. About Us
2. Where We Work
3. Volunteer
4. Become a Member
5. Donate
6. Hours

7. Website

Add to the slideshow events, classes, or services that you wish to highlight. There is a sparseness to each slide to reduce “clutter” and the timing is set for 3 to 4 seconds per slide [NEED TO EXPERIMENT WITH THIS TIMING]. The quick viewing time is to provide a “teaser” or quick look. The goal of this secondary sign is to show movement, variety, and fun highlights presented in a crisp, immediate, and technological way. Not all customers will watch the whole presentation. The show is to catch them “on their way through,” to tell them about a couple things about the Trail Conference and what’s happening right now or in the near future. This slide presentation may be used in conjunction with flyers to saturate the customer’s exposure to the topic.

Calendar [WE DO NOT CURRENTLY PRINT CALENDARS. WE NEED MORE CONSISTENCY IN EVENTS BEING INPUT INTO OUR WEB CALENDAR BEFORE WE PRINT CALENDARS.]

This monthly calendar is a snapshot of all events and programs for the Trail Conference. Reinforce Branding, website address, and hours. Additional information on events is placed on the back of the calendar. The calendar is produced as a poster–size and displayed prominently.

To provide take-aways for the customer, an 8.5”X11” b/w copy of the calendar is available with the verso side providing a little more information. Key uses for this template provide website, hours, and ongoing weekly events highlighted from the rest of the events listed. There is a sparseness to each entry to increase fast and easy reading.

Back of Calendar

Place details about events and programs on the back of the calendar to keep the front easy to read.

5.15.3. Exterior Signage - Amber

Considerations for this section:

1. Building identification
2. Historic Site Signage?
3. Smoking provisions
4. No trespassing
5. Parking lot signage
6. Must have signage at Historic entrance to direct visitors to the main entrance.

Exterior signs provide written directions, information, or precautionary messages in a clear and concise graphic manner. The goal is to eliminate all extraneous signage throughout the grounds by following a signage program, outlined in detail below. All signs must be approved by the Communications Manager or his/her designee.

5.15.3.1. Parking Lot

One permanent sign identifies the parking lot at Headquarters for Trail Conference business only.

One permanent sign placed at Chicken Run identifies that the trail leads to Ramapo Valley County Reservation. Granted permission, a similar sign placed at the Chicken Run trailhead in Ramapo Valley County Reservation should indicate the path leads to Trail Conference Headquarters.

Temporary signs for special events will direct visitors to other parking areas.

5.15.3.2. Historic Marker

Identifies the history of Darlington Schoolhouse and the efforts of the Trail Conference and partners to restore and repurpose the building as the organization's headquarters.

5.15.3.3. Kiosk

Semi-permanent PVC signs, customized for Trail Conference Headquarters and its proximity to Ramapo Valley County Reservation from the New Jersey Recreational Trails Grant Signage Initiative, include information on the following: Plan Your Local Hike, Who We Are/Ramapo Valley County Reservation Map, Get Involved, Darlington Schoolhouse History. A bulletin board for flyers shall also be placed on the kiosk.

5.15.3.4. Flyers

Flyers should be kept to a minimum and displayed only on the bulletin board on the kiosk. Due to the variety and high volume of programs and services offered:

1. Choose only a handful to feature at any one time
2. Less is more
3. Flyer templates punch up the visibility
4. Color-code to assist with navigation between Classes, Services, or Events
5. Use a photo or graphic feature that uses all the space given for this pictorial highlight
6. Main Title section should use short, popular words to target customer groups
7. If a subtitle is needed keep it less than 8 words
8. Date and time needs to be easily understood and consistent from flyer to flyer
9. Description area of the flyer is not meant to "sell" the customer, but to clarify questions they may have
10. Keep all unnecessary information, repeat information, or lengthy background off the flyer
11. Keep description paragraph to four lines or less to enhance overall flyer presentation, providing target audience with a "teaser."

5.16. Special Events & Third Party Use

Owner: Staff TBD

NOTE: The Membership and Development team is the primary contact for responding to and manage special event requests. The contents of this section are used as guidelines to respond to and manage the event if scheduled.

Our building will be used by outside groups for various purposes including meetings, small catering events, parties, and photo shoots. Any combination of inside space, first and/or second floors and outside space may be arranged.

Events will normally be held during the week, outside of normal business hours and on the weekend. At the time of writing, outside events are not allowed after sunset. For requests during normal business hours, our best efforts will be made for accommodations. Our **Event Coordinator** will meet with the group leader for the outside group and make arrangements including facilities, food, beverage, staffing, and pricing. Events are to be paid-in-advance. The event coordinator will prepare the **Facilities Use Form** describing all the agreed upon detail and responsibilities (see sample Exhibit XX). In order to provide a memorable, functional and safe space, we have developed the following procedures:

5.16.1. Access

1. The group leader will be responsible for opening and closing the building including securing outside doors, turning the alarm off and on, and cleaning after the event.
1. For all events, groups will park in the parking lot and have access to the outside deck.
2. Outside groups will be encouraged to use the main and deck entrances as the only entry points.
3. All doors to the above areas and rooms will be left unlocked prior to the third party use.
4. All other areas and doors will be locked.
5. Outside groups will have access to the historic and back stairs; however, the second floor access will be locked.
6. It is the event coordinator's responsibility to lock all doors to areas and rooms not available to the outside group.

5.16.2. Administrative Procedures

2. Groups will arrange their events in advance by speaking with our **event coordinator**.
3. Group contact will complete the "Event Meeting Room Reservation Form" in Appendix **????**
4. Where possible, we will require a certificate of insurance adding the NYNJTC as an additional insured for general liability purposes. **(We need to speak with our insurance broker about coverage needs on our end).**
5. Provide geothermal heating & cooling system pamphlets to group leader
6. Explain clean-up requirement, provide garbage bags and show where garbage dumpster is.
7. Collect deposit (if any) and event fee before event
8. Lock all areas and doors not available to the outside group
9. Perform pre-event review and checklist:
 - a. Security – Paid via check/credit card, ACH, Wire
 - b. Event charge - Paid via check/credit card, ACH, Wire
 - c. Key issued to **staff liaison**
 - d. One-time use alarm code **when alarm system is in use**
 - e. Walk-through of included space
 - f. Distribute geothermal system pamphlets to group leader
 - g. Parking, access and alarm setting explained to **the signer of the contract**
 - h. Insurance broker notified
 - i. Police notified
 - j. Key returned to XXXX on XX/XX/XXXX**
10. Perform post-event review and check-list:
 - a. Key returned (Yes/No)
 - b. Remove one-time alarm code from the system
 - c. Any damage (Yes/No). If yes, does security deposit cover? If not, file claim with event's insurance carrier. Notify our insurance broker.

- d. Were premises left in a neat, orderly manner (Yes/No). If no, is security deposit use warranted.
- e. Send thank you note to the group leader. Include membership material, volunteer & employment opportunities, notice of upcoming events, inducement for additional events (price breaks, membership discounts) and ask for referrals of other groups that may find our headquarters attractive for an event.

5.16.3. First Floor Access Only

Outside groups will have access to the following external doors, rooms and areas:

1. Main, Deck, Historic & Back Stairs entrances – (See Keying System)
2. Vestibule
3. Janitor's closet
4. Meeting room 105
5. Conference room 105B
6. Pantry room 110
7. Sales area 111
8. Community room 113
9. Mechanical Equipment room 116

5.16.4. First & Second Floor Access

Outside groups with both first and second floor access will have access to the following external doors, rooms and areas:

1. All doors, rooms and areas included in the first floor access
2. Elevator use
3. Open office space 209
4. Break room 210
5. Meeting room 214
6. Small meeting room 215

5.16.5. Key access and alarm procedures

1. Our event coordinator will give the group leader the building key for building access and recommend using only the main and deck entrances for safety.
2. The group leader must return the key the first business day after the event.
3. Our event coordinator will set up a one-time alarm code for the event.
4. The code will be given to the group leader along with written instructions on how to disarm and arm the alarm system.
5. We will provide a walk-through of the system prior to the use.

5.16.6. Mechanical Room Access

Access to the mechanical equipment room and the geothermal **heating and cooling system** will be given to promote the environmentally friendly and nature preserving mission of the NYNJTC. The event coordinator will encourage the group to view (not touch) the system and will provide a pamphlet describing the system, its capabilities and benefit to the outdoors.

5.17. Supplies

Owner: Sabina C.

Supplies will consist of office supplies, kitchen supplies, first aid kit items, toner and staples for the copiers, computer and telephone accessories/cleaners, and the occasional cleaning supplies. Toiletries, garbage bags, etc are provided by cleaning company; additional supplies will only be ordered under special circumstance.)

1. The operations assistant will email the “Current Staff” biweekly regarding ordering items. As much information about the requested items should be provided; such as quantity, size/color/brand preferences (if any), etc.
2. If an item is needed prior to an order date due to an upcoming meeting, event, project etc, please advise operations ASAP. Staff should give operations a minimum of two (2) days to order supplies. (This includes special orders)
3. Items will be cross-check from order/shipping slip and distributed by the individual who placed the order.
4. Special orders: Items that exceed \$100.00 will require supervisors’ approval. All items are subject to review by Operations team.

5.18. Storage Areas

Owner: Jeremy A.

5.18.1. Overview

There are multiple storage areas throughout the building. Whenever placing an item in a storage area, care should be taken to make sure items are:

1. Placed in their appropriate storage location (e.g. empty binders should all be stored in one location if possible, rather than scattered in multiple storage areas).
2. Put neatly into the space, especially if the area is open and visible to building occupants. Open shelving should appear presentable, and boxes are encouraged to not be stored in open shelving areas if possible.
3. Accompanied by a written identification, if necessary (such as a label on a box).
4. Not placed on the floor in such a way that may restrict movement of those using the space.
5. Not placed in front of or on top of other storage items in such a way that makes the other items difficult to see or access, unless the other items do not need to be accessed.

The following are storage areas within the building. Preferred storage items and restrictions are included for some of the storage areas listed here, and the staff manager of each area is indicated:

5.18.2. First Floor

5.18.2.1. Janitor’s Closet (1st floor)

1. Storage in this space is restricted to cleaning supplies.
2. Manager: Operations Director.

5.18.2.2. Meeting Room (105)

1. Tables (folded and/or unfolded) and chairs (stacked and/or unstacked) can be stored.
2. Other items should not be stored here, with the exception of short term storage prior to or following a meeting or other event utilizing the space.
3. Manager: Membership and Development Director.

5.18.2.3. Janitor's Closet (1st floor)

1. Storage in this space is restricted to cleaning supplies.
2. Manager: Operations Director.

5.18.2.4. Historic stairway coat closets

1. The closet adjacent to the Executive Director's office contains fold-up coat racks. Additional storage in this space should be restricted to membership and development storage needs.
2. The closet adjacent to the Membership and Development office area should be restricted to membership and development storage needs.
3. Manager: Membership and Development Director.

5.18.2.5. Catering kitchen (110)

1. Items not related to the functions of this room should not be stored here.
2. To free up space in the front desk area, however, a utility moving cart for moving packages or other boxes can be stored in this room when it the room is not in use.
3. Manager: Membership and Development Director.

5.18.2.6. Tool Storage Room

1. Storage of items in this room is restricted to trail tools and associated supplies. Storage and removal of items should be coordinated through assigned staff or other check-in/check-out procedure.
2. Specific storage uses and access could be addressed by Kevin S.
3. Manager: [STAFF POSITION].

5.18.2.7. Front Desk/Sales Area (111)

1. Storage in the cabinets and counters of this front desk area should be restricted to items used by front desk and fulfillment staff and volunteers.
2. When possible, counters accessible or clearly visible to visitors should not be used for storage; if they are used for storage, items should be placed neatly.
3. Shelves in the front desk area should be restricted to items available in the store, including maps, books, t-shirts, and other items.
4. Manager: Membership and Development Director.

5.18.2.8. Sales Office (112)

1. Storage in this office should be restricted to items used by the fulfillment coordinator, including packaging and shipping supplies and boxes of assembled maps.
2. Manager: Fulfillment Coordinator.

5.18.3. Second Floor

5.18.3.1. Storage Room (2nd floor)

1. Storage in this room should be considered a last resort if a more suitable storage area is not available. Before placing an item in storage here, one should make sure it does not belong in another designated storage area (such as office supply shelves in the Print room, or packing supply cabinets in the Fulfillment office).
2. As much as possible, similar or associated items should be stored in the same area (e.g. map assembly items in one area, additional shipping supplies in one area, extra TrailWalker boxes in one area, etc.).
3. Storage items should be placed on metal shelves. The primary exception is a row of boxes, 1 box deep, along the back walls, where stacks of book boxes and assembled map boxes can be stored.
4. Boxes or other items should not be placed in the walkways between shelves, or in the open area near the door in front of the various electrical panels.
5. If a new storage item (or items) will occupy a large area of the storage room (such as 2 or 3 shelves, or more), contact the room's storage manager to ensure there is enough room and to allow items to be moved around if necessary to accommodate the storage.
6. If you are in need of space in the storage room, but don't see any available space, contact the room's storage manager.
7. The manager will assign a staff person to regularly perform a walkthrough of the storage room and assess/report any issues that may need to be addressed. Potential issues include storage items that have accumulated in walkways, storage items that present safety hazards related to sprinklers and the electrical panel, and very disorganized shelves or items lacking proper labeling.
8. Manager: Operations Director.

5.18.3.2. Server/File Room (203)

1. Server hardware and associated systems are stored in a black metal enclosure at one end of the room. This enclosure should not be moved, and access to both the sides and the front should not be restricted by filing cabinets or other storage.
2. Files can be stored in the filing cabinets. Labels should be added to the cabinet exteriors to indicate each cabinet's contents.
3. The limited surface on top of the filing cabinets can be used for storage, including storage of extra computer and phone hardware.
4. On the long exterior wall, empty space behind the filing cabinets may be used for long-term storage. This space is difficult to access, so consideration should be given to how frequently stored items may need to be retrieved.
5. Boxes or other items should not be placed in front of filing cabinets in such a way to restrict access to the server enclosure or restrict access to any of the cabinets.
6. Manager: Operations Director.

5.18.3.3. Open Staff Office Non-cubicle Areas (204)

1. Floor space around meeting tables should not be used for long-term storage. Short term storage of items like outreach materials or materials for upcoming events is acceptable, but these meeting spaces should not be an area where miscellaneous items accumulate.
2. Files can be stored in the filing cabinets near the historic stairway entrance to the room. Labels should be added to the cabinet exteriors to indicate each cabinet's contents.
3. The surface counter above the filing cabinets should be kept clean and neat. Storage or organization of papers or other overflow items from cubicle areas is acceptable on the counter, but other long-term storage or storage of large boxes is discouraged.
4. Manager: Operations Director.

5.18.3.4. Printer Room (205)

1. Shelves in the print room should be restricted primarily to office supplies and printing supplies.
2. Floor space between shelves, as well as between filing cabinets on the opposite wall, should be restricted primarily to office supplies and printing supplies, such as boxes of letterhead, plotter paper rolls, and large easel drawing pads.
3. The surface counter above the shelves should be kept clean and neat. Storage or organization of office supplies or papers is acceptable on the counter, but other long-term storage is discouraged to keep much of this counter space open for poster/map work and document assembly purposes.
4. Filing cabinets are available for storage of files or other items.
5. Boxes or other items should not be placed in front of the shelves in such a way to restrict access to the plotter printer or restrict access to any of the shelves.
6. Manager: Operations Director.

5.18.3.5. Open Volunteer Office Area (209)

1. Workstation tables and computer terminal area should remain clear of storage items.
2. Floor space underneath workstation tables and the computer terminal area should remain clear of storage items.
3. Overhead shelving area should be kept neat and presentable, and storage of boxes in this area is discouraged.
4. Counter space by the shelves should be kept neat and presentable. Long-term storage of items is discouraged, but short-term storage, such as for map assembly purposes, is acceptable. Care should also be taken to ensure counter space is maintained for volunteer sign-in procedures and related materials.
5. Shelving area below the counter should be kept neat and presentable. Long-term storage or short-term storage, such as for map assembly purposes, is acceptable.
6. Manager: Operations Director.

5.18.3.6. Break Room (210)

7. Storage bins near the windows are to be used for trash and recycling receptacles. The surface on top of the storage bins should remain open or be used for only short-term storage.

8. Kitchen items and supplies should be stored in the various cabinets and drawers. Storage on top of the refrigerator and on top of cabinets is discouraged. When possible, items should not be stored on the counter unless they are too large to store within the cabinets.
9. Manager: Operations Director.

5.18.3.7. Large Meeting Room Cabinet (214)

1. There is storage available in this cabinet.
2. The surface on top of the cabinet should only be used for temporary storage, such as for map assembly purposes, so that it can be cleared easily for various meeting room uses.
3. Manager: Operations Director.

5.18.3.8. Small Meeting Room Cabinet (215)

1. Storage in and on this cabinet should be restricted to first aid medical supplies.
2. Manager: Operations Director.

5.18.3.9. Janitor's closet (2nd floor)

1. Storage in this space is restricted to cleaning supplies and should not be used for other kitchen supplies or food.
2. Manager: Operations Director.

5.18.4. Restricted Storage Areas

The following are areas within the building where storage is restricted or not encouraged:

1. Equipment room – No storage is allowed, beyond certain items related to the mechanical systems in the equipment room.
2. Crawl space – No storage is allowed.
3. Closets directly under historic stairway – No storage is allowed.
4. Front Lobby – Storage, aside from library books on shelves, is discouraged in this space.
5. Attic – Storage is not permitted in this space, which is largely occupied by the HVAC system.

5.19. Trash and Recycling

Owner: Don W.

1. All non-recyclable refuse should be placed in appropriate trash containers.
2. Trash containing food residue should be discarded in the break room kitchen trash receptacle, not in other waste baskets around the building or the restrooms.
3. Paper and cardboard cannot be recycled at the Trail Conference. Please feel free to bring any paper/cardboard home for recycling; otherwise, paper should be discarded as trash.
4. Metal cans and plastics containing a recycling number (1-7) are recyclable and should be discarded in the recycling receptacles, in the kitchen or behind the building.
5. Trash is picked up weekly, on Thursdays. Filled trash bags must be brought to the dumpster. Please replace empty trash containers with plastic bags.

6. For recycling pickup dates, please refer to the Township of Mahwah website, Public Works Recycling Center and Schedule page available here: <http://www.mahwahtwp.org/Cit-e-Access/webpage.cfm?TID=64&TPID=6771>

7. If you need to take any recyclables directly to the recycling center, it is located at [142 Railroad Ave., Mahwah NJ](#).

5.20. Repairs

Repairs are the responsibility of Operations. Please send an email to schoolhouse@nynjtc.org to report all problems, repair or installation requests.

6. BUILDING SYSTEMS

Owner: Pat M., Will S.

6.1. Building Energy Goals – to be developed

What are the Building and/or site Energy Goals? Should we retain this section?

6.2. Building Systems Spare Parts

The following spare parts are recommended for our fire and HVAC systems:

1. 6 spare sprinkler heads with related wrench
2. Four changes of furnace filters as per listed sizes
3. Portable digital thermometer for AC discharge temperature

6.3. Electrical

O&M of the domestic water and sanitary waste systems.

6.3.1. *Electrical System Description (including lighting)*

From the outdoor disconnect, located by the trailhead in the parking lot, a 208v 3 phase current is fed to a main distribution panel (MDP) located in room 104, on the left of the main entrance.

The MDP feeds five sub-panels (designated as PP#-# below) and AC1 ,2,3 and 5 (air conditioning unit numbers).

PP1-1 Located in same room as MDP. Dedicated to alarm system, lighting for adjacent spaces as listed on the sub-panel.

PP1-2 Located in geothermal room on the new first floor. This panel is dedicated to AC4, all circulating pumps, elevator, outside lights, water fountain, crawl space, dehumidifier and some lighting in adjacent areas. Two breakers are dedicated to outside lights. Both of the breakers feed an Honeywell timer for control of outside lights

PP 2-1 is located in file room second floor off open space area. Besides server equipment, there are breakers for spaces as listed on the sub-panel.

PP2-2 Located in storage room new second floor adjacent to break room. Dedicated adjacent lighting, including attic lights, automatic door and elevator shunt trip.

Area lighting is controlled by a Honeywell timer in series with a contactor next to the panel.

PP3-1 Located in old section attic. Breaker for server room AC6 is located in this panel. Breakers for heating units 1,2 and 3 are also located in this panel

There are approximately 20 outdoor lighting poles. All of them use LED bulbs.

A 15 amp, 1800W Honeywell light timer located in the first floor geothermal room is programmed for on/off control. This particular model has an auto sunset/sunrise and a daylight savings time adjustment feature.

6.4. Elevator Controls

1. Our elevator is a two stop use for up to 1,400 pounds.
2. Fire or emergency instructions are posted outside the elevator door on each floor and in the elevator.
3. Do not use the elevator in case of smoke or fire.
4. The following summary by the manufacturer, Custom Elevator Manufacturing Company, includes a description of controls & features, operating instructions, and troubleshooting.
5. For safety instructions, please see [Safety](#) section.
6. For security, see [Alarm Systems](#) section.
7. For scheduled maintenance, see [Scheduled Maintenance](#) section.
8. Insert manufacturer summary

6.5. Equipment Room – to be developed

6.6. Geothermal Water Pumps – to be developed

6.7. Hot Water Heater – to be developed

6.8. HVAC

The following is a description of the HVAC system:

The complete HVAC system comprises six air conditioning (AC) units. Location and area they serve is described below. All Honeywell thermostats are programmable. A Honeywell “Jade” economizer module with some related equipment was installed on AC 1,3, and 5.

A Honeywell Jade Economizer system measures outside air temperature and humidity, return air temperature and in conjunction with a CO2 occupancy sensor adjusts dampers accordingly. This is necessary for comfort, health and energy saving.

AC 1. Located in the old section attic space and serves the second floor open space, the two front offices on the top and bottom of the front stairs. The thermostat for this unit is located in the open space near the file room and is marked AC1. A Honeywell "jade" economizer module, related damper actuators and temperature sensors were installed by the original contractor. This economizer unit is not operational as wiring is not complete and unit is not programmed.

AC2. Located in the old section attic space and serves the first floor meeting room two center diffusers. Thermostat is located in the meeting room to the left of the main entrance and marked AC2. Unlike AC1, this unit does not have an economizer module but it does have some damper actuators and temperature sensors.

AC3. Located in the old section attic space and services the first floor meeting room side diffusers. Thermostat is located in meeting room to the left of the main entrance, next to AC 2 thermostat and marked AC3.

A Honeywell Jade Economizer module has been installed with some related dampers and sensors. Presently, this system is not functioning as wiring was not completed and for some missing equipment.

AC4. Located in the new section first floor geothermal room and serves first floor reception area and adjacent spaces. Also located in this room are the geothermal circulating pumps and the six WSHP heat pump circulators. The thermostat for AC 4 is located in the reception area and marked AC4. This unit does not have an economizer module or any related equipment. I have been told by Reiner (HVAC sub-contractor) that there are dampers. However, on close inspection they are difficult to locate and access.

AC5. Located in the new section attic area and serves second floor new section

Thermostat is located in the volunteer room and marked AC5.

This unit has what appears to be a functioning Honeywell Jade economizer system.

I was unable to closely observe this equipment as some instruments related to it are located in difficult to reach locations.

AC6. Located in the second floor server room off the open space area. This small unit serves the server room only and the thermostat is located next to the unit and marked AC6.

6.9. Lighting – to be developed

Timers, sensors, switches.

6.10. Plumbing – to be developed

Guide to all electrical and plumbing equipment labels

What is maintenance schedules and basic operating instructions.

6.11. Sump Pumps – to be developed

We have two.

7. BUILDING STRUCTURE

Owner: Doug S.

7.1. Gutters

The gutters should be visually inspected to ensure no damage or loose sections regularly. The gutters should be cleaned twice a year which at the same time the roof should be inspected to ensure no issues. The gutter cleaning and roof inspections can either be done by our maintenance staff or more likely contracted out to a local vetted company. Cleaning can be done once a year in the fall after the leaves have fallen.

7.2. Historic Site Considerations

1. All historic considerations should be made while looking into completing any work on building and all Historic limitations and qualifications should not be altered in any way, this goes for interior and exterior of building.
2. The section of the building that is considered historic spans from the front of the building to the back of the old school house (stone wall and where the roof changes from cedar shingles to asphalt - the cedar half is the historic section of building)
3. A preventative maintenance plan should be created for the entire building for the best maintenance and cost considerations. Our in house maintenance person shall handle most repairs. Larger projects may require a local vetted contractor to be called in. Historic considerations should be factored in all planning and ongoing maintenance of the building
4. **The Trail Conference is legally required to maintain the Schoolhouse portion of the building according to preservation plans.**
Easement on building: Ed to clarify.

7.3. Roof

See gutter above, the roof should be inspected periodically to find issues before they become leaks and repaired as needed. This can be completed when gutters are being cleaned and can also be a visual inspection, a more thorough inspection by a roofer every 10 years.

7.4. Windows

Custom gasketing for original bldg. sashes: Custom gasketing should be installed on all original window sashes to help cut down on drafts. The sashes should be maintained as part of the preventive maintenance plan.

The windows can be opened but it is important to close them at the end of the day and ensure they are all properly secured/ locked to prevent damage

Window treatments should be installed on all windows to help with sun glare and for privacy when needed.

8. GROUNDS

Owner: Linda R., Will S.

8.1. Landscaping & Grounds Maintenance

1. **Watering** - specify where outdoor bibs are and how to turn them on, landscape will require water during periods of prolonged drought especially during the first three years of establishment. During drought, watering twice a week should be sufficient. Newly planted plants or recently sown seed may require daily watering.
2. **Mulching** - no more than 3 inches and replaced yearly. Hardwood ground mulch.
3. **Grass and grass seeding** - turf areas will be limited within the landscape so a hand-pushed reel mower should be sufficient but this requires a more frequent cutting to avoid clumping of clippings. Grass seed used should be a tall fescue blend. Grass should be cut no lower than 2 inches. Grass clippings if not excessive should be left in place to decompose. Oversee established turf as necessary in fall or spring to thicken the lawn. Seed should be lightly scratched in by a fan rake (leaf rake).
4. **Fertilizers** - Any fertilizer used should be organic slow-release fertilizers, applied according to label instructions. Fertilizer use near the brook/river should be restricted. After initial establishment of shrubs and trees fertilizer should not be required.
5. **Weeding, Herbicide use and Compost pile** - hand-removal of weeds is preferred method of weeding as opposed to herbicide use. No herbicides should be applied except under direction and supervision of licensed pesticide applicator. Weeds and plant clippings/prunings should be placed in the designated composting area. Currently this area is located near the parking lot and is identified by 4 yellow wire flags.
6. **Sick or dead plants** - Any plants that appear to be struggling, consult with landscape architect for care advice. Do not assume a plant is dead just because it has no leaves.
7. **Pruning** -
8. **Tree trimming** -
9. **Tools for grounds maintenance** - list of tools, how they are marked and where they are stored?
10. **Weed wacking** - currently no identified need for a weed wacker. Hand weeding will be the usual method.
11. **Tree protection** - from seasonal deer rubbing (antler rubbing). Use stakes surrounded by protective fencing.
12. **Leaf blowing** - where to blow the leaves to. Generally disperse leaves throughout the woods rather than clumping them up in piles. Leaves in the natural landscape, riparian habitat should be left alone. Only leaves on paved areas and near the building should be cleared.
13. **Water drainage inlets/outlets** - general maintenance, keep clear of debris, regularly check for built up silt. Check outlet to ensure free of debris and sediment. Refer to as built map of drainage structures and piping.
14. **Vegetation** - all native plants will be used in the landscaping except for grass in designated lawn areas. Potted plants may be used for decorative and seasonal purposes along walkway, deck and near the building.
15. **Poison ivy** -
16. **Plantings** - must follow landscape plan and be done in consultation with the landscape architect.

8.2. Lighting

1. Timer should be set to the proper time of day (make sure am or pm) and the timers are adjusted for their on times as daylight changes and daylight savings begins/ ends.
2. Sensors should be working automatically and if not should be changed out by an electrician

3. Bulbs used should be noted in the preventative maintenance plan and extras should be stored, our in house maintenance person can change any blown bulbs and they should ensure we always have a supply of extras on hand.
4. How to change - a work order should be submitted so our in house maintenance person can change the bulb.

8.3. Hardscapes Maintenance

8.3.1. *Landing and Bridge*

8.3.1.1. **User Safety**

The bridge should be inspected on a regular basis to verify that all user safety related elements are in serviceable condition. Areas to inspect include:

1. All guardrails, handrails, rub rails, toe plates, fencing, pickets and other features intended for user safety should be checked to ensure they have not been structurally compromised. There should be no sharp edges, burrs, protrusions or other abnormalities that could result in bodily injury to the user.
2. Deck surfaces should be kept free of foreign objects and inspected to verify that no damage has occurred that might present a trip or slip hazard. In winter, sand can be used for traction after any snow or ice has been removed.

8.3.1.2. **Structural Integrity**

At least one inspection should be performed each year to ascertain the structural condition of the bridge. This visual inspection should include:

1. General inspection for damage that might have been caused by impact. This might include damage to the ends of the bridge from maintenance or other vehicles or, in the case of a bridge spanning a body of water, damage to the underside or bottom chords from vessel collision.
2. Welds between verticals, diagonals and chords should be inspected for any signs of cracking.
3. If timber decks are used, they should be examined periodically for decay, particularly around fasteners and where they come in contact with stringers and chords.
4. Check for any significant corrosion or pitting of surfaces. Trapped debris in the joints of the structure could lead to crevice corrosion and should be kept clean.
5. Check abutments for any damage to include cracking of concrete, scouring from water flow, etc. Consult with engineer for further recommendations.
6. Check anchor bolts for possible damage and to verify they are secure. Inspect bearing plates to verify they are functioning properly. Bearing plate bolt slots should be kept free of debris to allow for intended use as expansion joints for the bridge.
7. If the bridge contains spliced members, the bolts should be examined to verify no damage exists, excessive corrosion has not occurred to the bridge in way of the bolt and that they are secure.

If any problems are uncovered during inspection and maintenance of the bridge, or if you have any questions regarding these recommendations, please do not hesitate to contact **enter name of bridge manufacturer or engineer**.

8.3.2. Parking Maintenance

8.3.2.1. Evaluation

Severity, extent, and type of distress are the primary factors used to evaluate pavement. The entire parking lot should be surveyed, noting the type of distress present at each deficient area, how large the deficient area is, and classifying the severity of each deficiency as low, moderate, or high. Once you have a listed the type, size, and severity of distress at each deficient area, the appropriate corrective process can be determined. Types of distress are pothole, block cracking, patch deterioration, et al. Keep in mind that paving technology changes rapidly, which means anticipated maintenance may be modified or replaced with newer processes and products. Preventive maintenance should be performed as a proactive measure to keep pavement in good condition and generally consists of crack repair, application of sealcoat and slurry seal, and thin overlays as needed to address normal wear and tear.

8.3.2.2. Annual Maintenance

Cleaning and crack sealing. Keeping pavement free of debris and sealing cracks and joints annually will help prevent standing water that can cause damage. Wide cracks (greater than 3" in width) – need patching or other, Cracks that are 1" - 3" in width, use a mastic repair.

8.3.2.3. 5-Year Maintenance

Annual maintenance plus seal coat. The purpose of a seal coat is to renew the asphalt surface that has worn off of the top layer of aggregate or been oxidized and to seal the pavement surface to help keep water from entering the tiny voids that allow asphalt to expand and contract seasonally.

8.3.2.4. 10-year maintenance

Annual maintenance plus slurry seal. The purpose of slurry seal is much the same as seal coat except that it also replaces some of the thickness that may have worn away in heavy traffic areas and can fill minor ruts.

8.3.2.5. 15-year maintenance:

Same as 5-year maintenance

8.3.2.6. 20-year maintenance

Thin overlay to renew the wearing surface and address any areas that have developed low-severity distress.

8.3.2.7. Corrective Plan

The corrective plan may consist of reconstruction or rehabilitation.

Reconstruction is generally the best approach if more than 50% of the parking lot shows moderate or severe distress. Historically, this has meant removing the existing pavement, scarifying and recompacting base material, then placing a new asphalt mat (typically 3" to 5") in accordance with a geotechnical engineer's recommendations.

A more environmentally friendly and often more cost effective approach is to recycle existing pavement in place using a process called full depth reclamation (FDR). This process grinds up existing pavement while mixing it into the existing base. The resulting material is then compacted, resulting in a thicker, higher quality base that will provide the same performance with a thinner asphalt mat than is possible by removing and replacing the pavement.

Recycled asphalt has long been recognized as an excellent road base – why not re-use it without the expense of trucking it to a storage facility first?

Rehabilitation usually consists of repairing potholes and other localized deficiencies followed by a thin overlay ($\leq 1 \frac{1}{2}$ "") or milling to remove distressed surface material and placing a thicker overlay. Core samples may need to be taken to determine how much material should be removed and how thick the overlay should be. A rule of thumb is to consider rehabilitation if less than 50% of the parking lot area shows moderate or high distress.

Whether the parking lot is reconstructed or rehabilitated, care should be taken to ensure that the pavement has enough slope to maintain positive drainage and prevent "bird baths" and other areas of standing water. Asphalt pavement has a small percentage of voids which are necessary to allow seasonal expansion and contraction. Water that doesn't drain quickly can trickle into these voids causing freeze-thaw damage to the pavement and eventually weakening the base course and compacted soil beneath the pavement.

Drainage problems are frequently a major cause of parking area pavement failures. Drainage provisions for islands and other vegetated areas should be verified (or installed, if not present) as part of every parking lot reconstruction or rehabilitation.

8.3.3. Walkways Maintenance

8.3.3.1. Routine Maintenance

Routine sweeping and snow removal to remove debris that could, over time, cause organic staining or mold growth on the stone.

1. To remove these types of stains, first wet the stone surface very well with water. Diluted bleach is a great product for killing mold and mildew on stone -- try it in a small sunny spot first to make sure it won't discolor the surface.
2. Mild detergents are also good to try. Use a 50% bleach and water mixture, or a solution of diluted mild detergent, with a soft brush to gently scrub the stain.
3. For tougher stains such as rust or grease, harsher chemicals may be necessary. Recommended that a professional be called in for removal of these more difficult stains.
4. Many of the chemicals used to remove these stains are highly toxic and require very careful handling and proper safety equipment to avoid injury to both the user and the stone.
5. Care should be taken not to damage plants along the walkways with wash water containing chemicals.

8.4. Snow Removal

The Trail Conference has an annual contract with Naturescape. Services include plowing the parking lot, salting the parking lot, shoveling the walkways and emergency exits, and using magnesium chloride (instead of salt) on the blue stone.

8.5. Watering System

The water system shall be maintained by our in house maintenance person and if need a landscaping company can be contracted with for repairs or reconstruction.

8.6. Remove

9. IT AND TELECOMMUNICATIONS - TO BE DEVELOPED

Owner: Mary P.

9.1. Internet Service Provider

9.2. IT infrastructure

Overview of what infrastructure consists of. Point to inventory and who's responsible to maintain list of assets.

9.2.1. *Archives*

9.2.2. *Backups and Restores*

9.2.3. *Desktop PCs*

9.2.4. *Laptops*

9.2.5. *Servers - Jeremy A.*

9.2.6. *Peripheral Devices*

9.2.7. *Passwords Management*

9.2.8. *Wired and Wireless Network Access*

A written policy that addresses access to public Wi-Fi is needed.

9.3. Telephone System

10. SITE MAINTENANCE & SECURITY CALENDAR

Owner: Will S., Pat M., John L.

This perpetual calendar identifies the recurring activities that must take place to ensure the safety of the staff and visitors, and the ongoing upkeep of the building and grounds to ensure optimal operations.

FREQUENCY	INTERIOR & BUILDING SYSTEMS	EXTERIOR & GROUNDS	SAFETY & SECURITY
Daily	<input type="checkbox"/> Remove trash <input type="checkbox"/> Clean drinking fountains <input type="checkbox"/> Clean restrooms <input type="checkbox"/> Dry mop community room (lobby)		
Weekly	<input type="checkbox"/> Empty shredder bin <input type="checkbox"/> Remove mineral deposits in	<input type="checkbox"/> Inspect building exterior and	<input type="checkbox"/>

Trail Conference Headquarters – Facilities Management & Operations Plan

	drinking fountains <input type="checkbox"/> Recycle cardboard and office paper	grounds	
Twice a month	<input type="checkbox"/> Recycle glass, aluminum, and plastic (every two weeks)	<input type="checkbox"/>	<input type="checkbox"/>
Monthly	<input type="checkbox"/> Inspect/Replace air filters in all six air handlers <input type="checkbox"/> Lubricate entrance locks <input type="checkbox"/> Clean upper floor water cooler drain pan <input type="checkbox"/> Switch main geothermal pumps <input type="checkbox"/> Check geothermal temperature <input type="checkbox"/> Measure air handler temperatures <input type="checkbox"/> Check ice maker 2nd floor refrigerator <input type="checkbox"/> Clean out refrigerator <input type="checkbox"/> Sweep/mop historic entry <input type="checkbox"/> Wash main entrance and deck entrance windows <input type="checkbox"/> Check operation of all toilets <input type="checkbox"/> Lubricate entrance locks and mechanisms	<input type="checkbox"/>	<input type="checkbox"/> Safety walk-through <input type="checkbox"/> Check first aid kit supplies
Quarterly	<input type="checkbox"/> Lubricate historic swinging doors <input type="checkbox"/> Clean and lubricate entrance mechanisms - hinges, push bars, outer handles, vertical lock rods <input type="checkbox"/> Inspect basement crawlspace <input type="checkbox"/> Test sump pumps <input type="checkbox"/> Switch main geothermal pumps <input type="checkbox"/> Run upper floor restroom showers <input type="checkbox"/> Thorough cleaning of historic and rear staircases <input type="checkbox"/> Wash lobby Trail Conference rugs	<input type="checkbox"/> Check outdoor lighting	<input type="checkbox"/> Fire drill
Annually	<input type="checkbox"/> March - Set thermostat clocks (for Standard and Daylight Saving Time - 2nd week) <input type="checkbox"/> May - inspect deck <input type="checkbox"/> May - Clean historic light	<input type="checkbox"/> April - Open outside hose bibs <input type="checkbox"/> Review and renew snow removal contract (Sept.) <input type="checkbox"/> Nov. - Shut off	<input type="checkbox"/> Fire inspection <input type="checkbox"/> Fire extinguisher training <input type="checkbox"/> Fire extinguisher inspection <input type="checkbox"/> Alarm system annual

	fixtures and fans in staff room <input type="checkbox"/> Oct. - Clean AC vents <input type="checkbox"/> Nov. - Set thermostat clocks (for Standard and Daylight Saving Time - 1st week) <input type="checkbox"/> Wash and recoat rear staircase <input type="checkbox"/> Disassemble main entrance door mechanism for maintenance	outside hose bibs	servicing (March) <input type="checkbox"/> Annual Safety training (April)
As Needed	<input type="checkbox"/> Clean out water cooler drain pan <input type="checkbox"/> Replace coffee maker water filter <input type="checkbox"/> Replace drinking fountain filter	<input type="checkbox"/>	<input type="checkbox"/>

11. EMERGENCY OPERATION

Owner: Mary P.

11.1. Emergency Conditions and Procedures

11.1.1. *Data Loss and Network Outage*

The computer servers are have a battery which supplies a 15 minute power supply. When power is lost, the servers are triggered to power down in a controlled manner while on battery power. The servers may need to be turned on manually when power is restored. (Please call TIS for further instruction.) If employees are in the office, all other computers should be unplugged until power is reliably restored.

Our servers (DC01[Shared drive], FM01 [Ebase/filemaker], and Exchange [Outlook]) are backed up via our contract with Carbonite. On the first weekend of the month, a full backup is made to the cloud and also to an external harddrive in the server room. Daily incremental backups are made after that. The cloud has one full backup and the external drive contains two months of full backup. Login information for Carbonite is held by the Operations Dept.

11.1.2. *Inclement Weather and Emergency Closure*

1. Outgoing message needs to change on telephone system: "Due to [reference emergency] the Trail Conference's offices will be closed until [day & time]. Please view our website, nynjtc.org, for more information."
2. Message needs to be posted on website: "Due to [reference emergency] the Trail Conference's offices will be closed until [day & time]. For more information, click [here]."

11.1.3. *Power Outage*

1. A power outage can affect the entire building or occur locally within the building.
2. In the event of a power outage for the entire building, call Rockland Electric's automated system at 1-877-434-4100.

3. Check the main distribution panel (labelled “MDP”) located on the wall facing Ramapo Valley Road in the Membership/Development office 104 for a circuit breaker problem. Finally, check the main service disconnect switch located behind the concrete wall on the far side of the parking lot near Ramapo Valley Road.
4. The computer servers have a battery which supplies a 15 minute power supply. When power is lost, the servers are triggered to power down in a controlled manner while on battery power. The servers may need to be turned on manually when power is restored. (Please call TIS for further instruction.) If employees are in the office, all other computers should be unplugged until power is reliably restored.
5. There is emergency lighting throughout the building (except for the historic stairs and rear staircase).
6. Depending on daylight and temperature conditions, the building may have to be evacuated.
7. In the case of a partial electric outage in the new section of the building, check the circuit breakers located in the geothermal room for the lower floor or the storage room 212 near the kitchen for the upper floor. If the outage is in the original schoolhouse, check the circuit breakers in the upstairs printer room 205 or the membership/development office 104. In either case, also check the breakers in the main distribution panel located in the membership/development office 104.

11.1.4. HVAC Malfunction

11.1.5. There are six heating/cooling units in the building.

1. Unit 1 is located in the schoolhouse attic above the historic staircase. It controls heating/cooling to the main staff offices room 204.
2. Unit 2 is in the schoolhouse attic. It provides heating/cooling for the center of meeting room 105.
3. Unit 3 is also located in the schoolhouse attic and controls the side vents of meeting room 105, Executive Director’s office 103, Conference Room 105B, Membership/Development Director’s office 105A, Membership/Development office 104.
4. Unit 4 is located in the geothermal room and supplies heating/cooling for the vestibule, community room 113, pantry 110, sales area 111, sales office 112 and the lower floor restrooms.
5. Unit 5 is located in the attic space above the kitchen of the new addition. It controls the heating and cooling for the upper level of the new addition.
6. Unit 6 is in the server/file room 203 and is used to provide cooling for the computer servers.

A failure of Units 1 - 5 will result in the inability of the HVAC system to provide adequate heating or cooling to localized areas of the building. Contact the building manager at 201-512-9348 X 835.

A failure of Unit 6 requires immediate action to prevent the computer servers from overheating.

1. Prop open the door to the computer server room.
2. Set the thermostat temperature for the main staff office located at the entrance to the file room to to 66 degrees. If necessary, set the thermostat to “Cool.”
3. Set up a box fan at the entrance to the computer room to blow air into the room. The box fan is stored in the geothermal room.
4. Contact the building manager at 201-512-9348 x 835.
5. Regularly check the temperature in the computer room as measured by the thermostat on the right-hand wall above the file cabinets and below the cooling unit. If the temperature rises above 80 degrees, shut the computer servers down in a controlled manner.

In addition to the six independent heating/cooling units, there are two large main-circulating pumps located in the geothermal room for the heating and cooling of the entire building. A failure of either pump will cause a lack of heating or cooling throughout the building. However, only one of the two pumps is active at any time

with the other pump serving as a backup. Contact the building manager at 201-512-9348 x 835 to have the backup pump turned on.

11.1.6. Sump Pumps

There are two sump pumps for the building located in the crawl space directly beneath the first floor restrooms. Access to the crawl space is through the door near the rear entrance.

1. Sump pump #2 is for underground water and is used primarily to prevent water seepage through the crawl space floor. A failure of sump pump #2 would most likely be unnoticed except during the scheduled quarterly testing or by a possible small water intrusion into the crawl space.
2. Sump pump #1 is for overground water. Sump pump #1 would only be active in the event of a flood condition in which sump pump #2 was unable to meet the stormwater pumping demand.
3. A combined failure of both sump pumps would be apparent in a flood condition with rising water levels in the crawl space.
4. Assistance from the Mahwah Fire Department will be needed to pump out the crawlspace. The Fire Department can be notified by calling the Mahwah Police at 201-529-1000.

11.1.7. Toilet Room

There are four restrooms located in the building: two on the first floor and two on the second floor. Failures in the restrooms are either a failure of the water supply or a problem with the drains.

1. Bathroom sink shutoff valves are located directly under the sinks.
2. Toilet valves are on the walls to the left and beneath the toilet tanks.
3. There are no local shut off valves for the showers in the second floor restrooms. A leaking shower supply will require the shutting off of water throughout the building. This valve, labelled “domestic water supply shut-off valve” is located beneath the window in the geothermal room.

In the case of a clogged drain in a sink, shower, or toilet, call the building manager at 201-512-9348 x835.

There is a plunger located in one of the upper floor restrooms for clearing minor toilet clogs. In the event use of the plunger is insufficient, there is a toilet auger located in the geothermal room. However, the auger should be used with great care as it can cause serious irreparable damage to the toilet finish.

11.1.8. Water Supply

Water to the building is supplied by the Department of Public Works for the Township of Mahwah. The Water Department can be reached at 201-529-4413 Monday through Friday from 7:00 AM to 3:30 PM. At all other times, call the Mahwah Police at 201-529-1000 and ask for “Water Department Standby” to respond.

In the event of a water supply problem within the building (e.g. a serious water leak from a broken pipe), use the nearest shutoff valve to stop the flow of water.

1. Bathroom sink shutoff valves are located directly under the sinks.
2. Toilet valves are on the walls beneath the toilet tanks.
3. The kitchen valves are in the cabinet under the sink.
4. Pantry sink valves are on the wall behind the stainless sink.

To shut the water off to the entire building, there is a main shut off valve in the geothermal room beneath the window labelled, “domestic water supply shut off.”

12. ASSET MANAGEMENT - CONTENT TO BE DEVELOPED

Owner: Mary P.

Considerations for this section:

- What are existing assets in building, where is list maintained?
- How are assets managed?
- Who is responsible for maintaining inventories as items change?
- How often are asset/inventory lists updated?
- Building sale annual reporting to county and municipality

Building value formula

13. APPENDIX: SITE AND BUILDING DOCUMENTATION

Owner: Mary P.

13.1. Site Maps

Building Floor plan:



Site map: Ed to provide.

13.2. Building, Systems and Certifications

Please see Executive Director for building, building system and certification documents.

13.3. Diagrams & Drawings

As built drawing are maintained on the shared drive in the following location:

\\NYNJTC-DC01\Office\Development\Darlington Schoolhouse\Rehab\CPLA\As-Built drawings

13.4. Forms

13.4.1. Meeting Room Reservation Form

Please read and complete the reservation form below and return it to the Meeting and Special Events Coordinator.

A deposit of \$50 is payable at the time of reservation. All rental fees are due no later than a week before the date of use by the organization. If there are no charges for damages or cleaning of the facility after use, the deposit check will be returned within five working days of the event. No decorations may be tagged, tacked, nailed or stapled to any areas of the building. The sponsoring organization will be held responsible for the behavior and actions of their guests

Please include a self-addressed, stamped envelope with your deposit check.

If the room(s) is not clean and put back into proper order, or there is damage, you will forfeit your \$50 security deposit and pay for any additional expense caused by your organization.

Please remember our policy of **NO use of alcohol or tobacco in any area of the building.**

CLEANUP CHECKLIST

- Tables and chairs wiped clean and put back in original position
- Garbage placed in plastic bags and removed from the premises
- Floors swept clean
- Windows and doors closed and locked
- Restroom toilets flushed
- If refreshments have been served, food areas must be cleaned
- Lights turned off

RENTAL FEES

Groups or business meeting for not-for-profit \$10 per hour

Private gathering \$10 per hour

Schools, Government \$10 per hour

Programs with the purpose of sales or profit \$20 per hour

New York-New Jersey Trail Conference Meeting Room Reservation Form

Contact Information

Today's Date _____

Name of

Organization _____

Purpose of Reservation _____

Date of Reservation _____

Beginning Time _____ Ending Time _____

Name of Main Contact Person _____

Daytime phone number _____

Email _____

Attendance Number _____

Equipment Needed Tables _____ Chairs _____

Kitchen Facilities Required _____

By submitting this reservation form to use the meeting room in the NYNJTC building, I assume responsibility for the following:

1. Reimbursing the Conference for missing equipment and repairs to the room(s) and furnishings for damages which occurred during the duration of my event.
2. I agree as an authorized agent to abide by the Conference regulations of the facility.

Signature _____ Date _____

Open questions from Suzan Gordon:

1. **Who will take responsibility to be the Room Reservations/Special Events Coordinator?**
2. **Insurance issues: Does each organization need their own liability insurance or are they covered by the NYNJTC policy? Getting individual insurance is costly and a hassle from a personal experience.**
3. **Should rental fees be more? Security deposit enough?**
4. **More needed on checklist?**
5. **What staff will be there after regular hours for night meetings?**
6. **Procedures for key(s) received and to lock up?**

13.5. Historic Archives - to be developed

This section is to be developed.

13.6. Insurance

The Operations Dept. manages the property and liability insurance policies. See the Operations Dept for a current copy of the insurance policies. For Certificates of Insurance, please contact the Operations Dept.

13.7. Keys Inventory

The Operations Dept. maintain a protected file listing of who currently has which keys and when they are returned. See the Operations Dept. for a copy of the key inventory.