Cornerstone Behavioral Healthcare
Section 20. Non-Residential Building Standards

A. Building design: Cornerstone Behavioral Healthcare (CBH) will only use office space that allows for record retention and confidential in-person client contact.

1. CBH operates and maintains its offices in accordance with acceptable standards of practice to ensure the safety and security of clients, visitors, and staff, while still maintaining a clean, sanitary, ADA-accessible, and therapeutic environment that meets the needs for client treatment and safety.
2. CBH evaluates office space to accommodate the service needs of our programs.

B. Local laws and codes: CBH ensures that all building sites are accessible for clients intended to be served, and in compliance with all applicable local, state, and federal requirements.

C. Building lease: CBH will verify which party is responsible for maintenance and upkeep in any lease that it negotiates and signs. CBH will notify DHHS at least 72 hours in advance of any changes in the lease that may impact responsibilities for maintenance and upkeep and compliance with this rule.

D. Building Security Policy:

1. **Introduction and Purpose:** The purpose of this building security policy is to ensure the safety and security of employees, clients, visitors, assets, and information within all sites and buildings operated by CBH.
2. **Scope:** This policy applies to all employees, contractors, visitors, clients, and any other individuals entering CBH's buildings that are currently in use.
3. **Roles and Responsibilities:**
    a. **CEO:** responsible for overall management of facility operations
    b. **Facility Coordinator (FC):** responsible for the day-to-day oversight of the facilities, including coordinating:
        i. Maintenance with vendors and landlords
        ii. Cleaning
        iii. Security and safety of the buildings
        iv. Security cameras, if present
4. **Access Control and Physical Security:**
    a. Access to the building is controlled through the two reception areas in Bangor. All other CBH offices leased in the Bangor building are permanently locked with keypad access. The keypad passcode is periodically updated by CEO/FC.
    b. Access to suites leased by CBH in Waterville is controlled through the Front Office.
    c. Both buildings are locked after hours, and all suites are secured at the time of closing.
    d. All keys to both buildings and suites are controlled by CEO/FC. Keys are issued at the request of supervisors, and required to be returned when an employee leaves employment. FC maintains a list of employees that have keys, and which keys they have. When necessary, locks will be changed.
5. **Surveillance and Monitoring:**
    a. Bangor has internal and external security camera monitoring. Camera footage may be shared with local, state, or federal law enforcement.
    b. Waterville office has internal and external camera (landlord controlled) monitoring. Camera footage may be shared with local, state, or federal law

enforcement.

6. **Emergency Procedures:**
    a. See PM.35 Disaster and Evacuation Plan for procedures.
7. **Incident Reporting and Response:**
    a. All facility related incidents will be reported to the FC.
    b. FC will assess the event onsite or work with the local manager to assess the incident.
    c. FC, based on the severity of the incident, will notify senior management of the issue(s).
    d. FC will notify appropriate local, state, or federal agencies of an incident, if required.
    e. FC will coordinate with local, state, or federal agencies, if required.
8. **Maintenance of Security Equipment:**
    a. FC will periodically inspect security equipment.
    b. FC will be responsible for keeping equipment maintained and in good working condition.
9. **Compliance:**
    a. The FC and CEO will ensure that the Building Security Policy complies with relevant laws, regulations, and industry standards.

Frank Willard

CEO

10/14/2026

Date