



## INTRODUCTION

Emirates Future International Academy is committed to maintaining a **safe, compliant, inclusive, and learner-centred campus environment** that reflects the school's mission, vision, and core values. This policy outlines the standards for the design, maintenance, utilisation, and inspection of EFIA's buildings and facilities to ensure alignment with ADEK regulations and the highest standards of school operations.

As part of EFIA's operational governance, this policy acts as a framework for **infrastructure planning, facility management, safety assurance, and compliance documentation**, managed jointly by PRO, HSE and Safety Officer.

## PURPOSE OF THIS POLICY

### Compliance & Safety

EFIA buildings and facilities fully comply with:

- ADEK Private Schools' Design Guidelines and Licensing
- Abu Dhabi Capital Development Code & International Building Code
- Estidama sustainability requirements
- Abu Dhabi Civil Defense (CDA) and Department of Health (DoH) requirements
- Any other local government authority regulations
- MCC certifications
- ADEK Health and Safety requirements

### School Operations

EFIA operates only on land and buildings legally designated for educational use and approved and licensed by all competent authorities.

### Maintenance & Inspections

EFIA implements structured maintenance, inspections, and corrective actions to maintain a safe and fully functional learning environment.

### Facility Usage

Procedures for approving the use of EFIA facilities by external parties are clearly defined and safeguarded.

## SCOPE

This policy applies to:

- EFIA school campus (buildings, grounds, classrooms, labs, clinics, play areas, entrances, parking)
- All EFIA staff (academic & non-academic)
- Contractors, outsourced maintenance teams, and service providers



## POLICY STATEMENTS

### 4.1 Land Use & Building Authorization

#### ❖ Educational Land Requirement

EFIA operates only on land designated by DMT for educational purposes. Use of non-educational buildings is strictly prohibited.

#### ❖ Expansion or Structural Changes

Any planned expansion, renovation, or structural modification must:

- Be approved by ADEK before execution
- Include updated drawings, safety assessments, capacity impact, and justification
- Include a financial feasibility plan reviewed by the Management and approved by the Principal.

#### ❖ Temporary Buildings

EFIA will not operate from temporary facilities unless formally permitted by ADEK and supported by a compliance guarantee.

### 4.2 Design & Construction Standards

EFIA ensures all buildings and facilities meet the following as per ADEK and CBSE requirements:

#### ➤ General Compliance

- Abu Dhabi Capital Development Code (DMT)
- ADEK Design Guidelines
- Civil Defense fire and life safety specifications
- Estidama sustainability (minimum Pearl 1)
- MCC Certification
- ADEK Health and Safety specifications

#### ➤ Classroom Standards

- KG: Maximum 25 learners per class
- Grades 1–12: Maximum 30 learners per class
- KG classrooms located on the ground floor
- Classrooms equipped with appropriate furniture, technology, and storage

#### ➤ Sanitary Facilities

- Age-appropriate toilets and washbasins
- Minimum ratios per ADEK code
- Internal toilets for KG classrooms
- Gender-segregated toilet blocks for students above KG
- Designated toilets for staff
- Accessible toilets on every floor for Students of Determination

#### ➤ Laboratories & Specialized Rooms

- Fully equipped labs with compliant ventilation and emergency systems



- Separate chemical storage and preparation rooms for Science labs
- Art, music, ICT rooms equipped as per curriculum needs

#### ➤ Outdoor & Sports Facilities

EFIA shall ensure that outdoor facilities:

- Meet ADEK and CBSE minimum area requirements
- Include safe flooring, adequate shading, and hazard-free zones
- Are monitored for heat conditions during summer months
- Provide safe drinking water access
- Include padded posts and safe layouts to prevent injuries

#### ➤ Parking & Entrances

- Dedicated parking for staff
- Dedicated parking & drop-off area for school buses
- Bus movement designed to avoid reversing
- KG student pick-up/drop-off from Gate No. 3 only
- Staffs entry and exit from Gate No. 1 and 2

#### ➤ Accessibility & Inclusion

EFIA ensures all facilities are accessible to Students of Determination through:

- Ramps, lifts, tactile paths, and accessible washrooms
- Adjusted classrooms or resource rooms for learning support
- All modifications aligned with the EFIA Inclusion Policy

### 4.3 UAE National Symbols

EFIA shall ensure:

- Display of official UAE leadership photographs as per UAE protocol
- Proper hoisting and maintenance of the UAE flag in front of the school and assembly area
- Compliance during national mourning procedures
- Observing all National festivals

### 4.4 Fire Safety & Security

#### 1. Fire Safety Systems

- Fully functional fire alarms, firefighting systems, and extinguishers
- Annual and periodic maintenance through CDA-approved service providers
- Valid Hassantuk and CDA certification displayed at the school entrance

#### 2. Security Systems

- CCTV setup compliant with MCC standards



- Security guard room with utilities but no permanent sleeping facilities
- Controlled emergency exit doors and lockdown mechanisms

## 4.5 Maintenance & Inspections

EFIA shall maintain a **Preventive Maintenance Plan (PMP)** overseen, covering:

### ➤ Planned Maintenance

- Air conditioning, electrical, plumbing
- Building cleaning and sanitization
- Playground equipment safety checks
- Annual repainting schedule

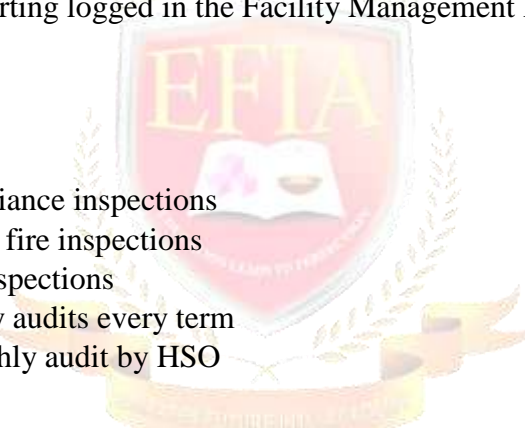
### ➤ Emergency Maintenance

- Immediate corrective action for hazards
- Incident reporting logged in the Facility Management Register

### ➤ Inspections

EFIA will undergo:

- ADEK compliance inspections
- Civil Defense fire inspections
- DoH clinic inspections
- Internal safety audits every term
- Regular monthly audit by HSO



## 4.6 Documentation & Display Requirements

EFIA shall maintain the following documentation on file & in digital storage:

- Building safety and Civil Defense certificates
- Hassantuk compliance
- Insurance documents
- Maintenance logs
- MCC certificate
- Fire drill records
- ADEK license and inspection reports
- DCD and CBSE license
- ADEK Health and Safety certificate
- AMC contract

Mandatory documents are displayed in the Principal's Office.



## 4.7 Insurance Coverage

EFIA shall maintain valid insurance covering:

- Building structure and facilities
- Equipment
- Public liability
- Accidental injuries occurring due to building-related issues

## 5. POLICY REVIEW

This policy will be reviewed by the HSO and is subject to changes as per the school and ADEK guidelines. The updated policy will be submitted for approval in line with the standard process.



Saji Oommen  
Principal