

800 - Building and Sites

801 Maintenance Request Procedure

802 Building Security Procedures

801 Maintenance Request Procedure - ACTIVE

A maintenance request form is to be filled out for routine repairs or assistance and placed in the custodian's box. Larger projects need to go through the administrator for approval.

802 Building Security Procedures - ACTIVE

Every teacher needs to shut windows, turn off the lights, and lock his/her door before leaving his/her room. All teachers in the building after hours are responsible for turning off hall lights and locking the exterior doors. . Please make sure the doors are locked and latched. Check the doors by the office, both gym entrances, and the back door carefully. Sometimes these doors have the bars locked open, and they will not be secure until the bars have been released. Make sure you know where to find the tool that will release the bars and how to use it. (Each door is slightly different)

If and when keys are issued, the procedures will be gone over with the faculty member. No key should be loaned or used by another person.