

MANAGEMENT SUPPORT

School Property

Building and Grounds Maintenance and Security of Buildings

Since it is not possible to do all desired/required work during summer vacation, some work must be performed while school is in session. Every reasonable effort shall be made to schedule maintenance work at a time which shall least inconvenience the educational program.

Custodians shall make minor repairs which do not require a great amount of time, special skills, or special tools which may not be readily available. Custodians also shall be notified by the Manager of Facilities Services or the principal when there is need for:

- A. Repairs to stationary equipment.
- B. Routine building repairs (i.e., plaster, paint, floor tiles, etc.).
- C. Repairs to furniture and stationary student seating.
- D. Emergency repairs of any kind affecting safety and/or closure of building.
- E. Gym locker repairs and repairs to combination padlocks.
- F. Minor repairs to lighting (replacement of bulbs, ballasts, etc.)
- G. Cleaning building gutters.

The maintenance department shall be contacted when there is need for:

- A. Revisions, alterations and remodeling to buildings/grounds/athletic fields.
- B. Movement of heavy equipment (e.g., piano) within a building or from building to building.
- C. Set-up of furniture/equipment for special school programs.
- D. Repairs to locks, door closers, hardware, etc.
- E. Minor repairs to playground equipment and fixed equipment on athletic fields.
- F. Replacement of reasonable amounts of broken glass where windows are conveniently located and where there is no need for special scaffolding or special skills.

Each year the principal, building custodian, and maintenance supervisor shall inspect the facilities and determine the major building maintenance needs. This shall include but is not limited to:

- A. Repainting of a building, or of any area, or of signs;
- B. Replacement of roofing;
- C. Replacement of heating, ventilating, plumbing, or electrical systems;
- D. Playground resurfacing;
- E. Replacement of floor covering; and
- F. Addition or replacement of furniture.

Care of Interior of Buildings

A. Signs/Posters

The principal of each building shall designate areas where signs and posters may be placed. Under **no** conditions should signs, pictures, posters, etc., be taped or painted to walls of halls, classrooms or any other area(s).

B. High School Auditorium Care

The auditorium may not be used without appropriate supervision. No food or drinks of any kind will be allowed in the auditorium.

C. Stage Care

In addition to the drama teacher, music and choral teachers must be trained in the operations of the stage lighting and equipment. The drama teacher may designate and train students to operate the equipment. No group, internal or external, may use the stage without a trained lighting and equipment person operating the lights and stage equipment.

D. Gymnasium Care

The gymnasiums may not be used without appropriate supervision. No food or drinks of any kind will be allowed in the gyms except:

1. for athletic team purposes, or
2. as designated by signage.

Persons purchasing from concession stands must remain in the gym foyer or outside the gym building.

E. Pool Care

The pool may not be used without appropriate supervision. No food or drinks of any kind will be allowed in the pool area.

F. Multi-Purpose Room Care

Multi-purpose rooms may not be used without appropriate supervision.

Security of Buildings

A. General Security:

All employees who are issued keys are responsible for securing those areas where they have gained access through the use of their keys.

1. The Manager of Facilities Services (working with the principals) is responsible for the security of district facilities.
2. The principal of each building, through the building custodians, is responsible for the security of each facility on the campus the principal supervises.
3. Teachers are responsible for the security of their classrooms during teachers' working hours and upon those occasions of access beyond the normal working hours.
4. Program managers and support personnel are responsible for the security of their offices.
5. The Supervisor of Food Services is responsible for the security of the food services preparation area.
6. All staff will be required to wear identification badges.

B. Distribution of Keys

1. Immediate supervisors shall distribute keys in the following manner:
 - a. District Master Keys:
District master keys shall be issued only to the Superintendent, the Manager of Facilities Services, and designated custodians.
 - b. Building Master Keys:
Building master keys shall be issued only to the building administrators and designated custodians.
 - c. Keys to an outside door of buildings:
Keys to an outside door of a building shall be issued to those teachers, support personnel, coaches whose classroom, practice room, office or workroom is in that building and who make a written request to their supervisor.

- d. Keys to classrooms:
Keys to individual classrooms and locked areas within classrooms shall be issued only to the appropriate classroom teacher.
 - e. Keys to support personnel:
Keys to support personnel offices shall be issued to the appropriate support personnel.
 - f. Keys to workrooms:
Keys to workrooms shall be issued to certificated personnel who are designated to use that workroom and who make a written request to their supervisor.
 - g. Keys to principals' offices:
Principals may issue a key to the principal's office to appropriate support personnel.
 - h. Keys to the Superintendent's Office:
In accordance with state audit requirements, the office of the Superintendent of Schools shall be keyed separately from any of the district masters. Only those employees who work in the Superintendent's Office will be issued keys.
 - i. Keys to Gymnasiums:
Physical education teachers and coaches (during season) shall be issued keys to: (1) outside building (if requested), (2) classroom, practice area, training room, (3) the appropriate locker and storage rooms.
 - j. Keys to auditorium:
During times when the auditorium is a classroom or rehearsals are scheduled, the appropriate teacher shall be issued a key.
2. Personnel shall be issued keys on the first day of the school year. Persons who wish to work prior to this time may check out keys from the principal. Keys shall be collected on the employees last work day of the year. Persons who wish to work later may check out keys from the principal.
- C. Loaning or Duplication of Keys
Under no circumstances shall district employees loan keys to anyone or have keys duplicated. Employees guilty of loaning or duplicating keys will be subject to written reprimand. Repeated violations by teacher will result in the loss of keys to all areas other than their classrooms. Repeated violations by any employee will result in other disciplinary procedures including, but not limited to, suspension without pay and discharge.
- D. Access to Buildings after Working Hours
The district recognizes that (a) adequate planning and preparation require staff on many occasions to have access to classrooms or facilities beyond ordinary working hours, and (b) the amount and nature of off-hours access required or desirable may vary greatly from room to room or building to building.
1. General Access Policy
The main entrance of buildings with classrooms shall be open in accordance with the professional day schedule at the school. Custodians will be on duty as assigned. Custodians must check the "School Dude" Facility Scheduling Calendar at the beginning of their shift to ensure access to facility use groups beyond normal facility hours.
 2. Special Access Policy
For buildings or facilities where Section A (above) is inadequate, the affected personnel may present to the Principal for approval a special access procedure for that building or room(s), subject to the following guidelines:
 - a. The plan must not allow the loaning or duplicating of keys.

- b. The plan must allow the intrusion alarms to function after custodial hours during weeknights and on Saturdays and Sundays as scheduled by the Manager of Facilities Services in coordination with the building administrator.
- c. Personal responsibility for access and security before or after working hours shall be clearly identified in the plan.

Special access procedures will be regularly reviewed, modified, continued, or terminated as necessary. Before submission to the principal, they should be reviewed by other personnel in the building who might be affected. Upon approval, the Principal will send copies of the special access procedures to the Superintendent and Manager of Facilities Services and will review the procedures in detail with custodial staff.

E. Lost Keys

Employees shall immediately report lost keys to their immediate supervisor. A replacement cost of \$5.00 will be charged for replacing lost keys.

F. Security Checks

Building custodians shall make a security check of each classroom and each building prior to leaving duty.

Date: 11/28/83; 2/9/98; 1/25/99; 4/23/01; 7/25/05; _____.

PORT TOWNSEND SCHOOL DISTRICT NO. 50