

G-10: Administrative Procedures

Safe, Secure, and Efficient Facilities



REFERENCES

[Board Policy G-10](#)

PROCEDURES FOR IMPLEMENTATION

I. Planning and Design for Efficient Operation

District facilities shall be planned, designed and constructed to achieve the lowest practical operating costs.

II. Security and Access

- A. The Facility Services department (Department), through its security personnel, is responsible for the security of all district facilities after normal working hours, and on non-working days, weekends, and holidays.
- B. District administrators at sites other than schools are responsible for the security of their site during normal working hours.
- C. Principals are responsible for security at their school during normal school hours.
- D. Security responsibilities include:
 1. maintaining current key and electronic access device lists;
 2. controlling and safeguarding outside and inside master keys;
 3. implementing procedures to prevent access to facilities by unauthorized or unwanted individuals;
 4. ensuring all windows and doors are securely closed and locked when facilities are unoccupied;
 5. ensuring doors are not propped open;
 6. ensuring that security alarm systems are properly armed when facilities are unoccupied;
 7. taking appropriate measures to prevent false security alarms; and
 8. limiting access to facilities according to board policy and district administrative procedures.
- E. Assignment and use of outside door keys, electronic access devices, fobs/cards, and security codes are limited to authorized administrators, principals, vice-principals, employees of facility and child nutrition services, the district's security team, and other employees or vendors who are approved by the executive director of auxiliary services (collectively referred to as "Authorized Personnel").
- F. Authorized Personnel shall not permit outside or inside keys, electronic access devices, or security codes to be used by other employees, students, or any individual not employed by the district.
- G. Authorization to use outside keys, electronic access devices, or security codes assigned to Authorized Personnel may be terminated for any violation of these procedures, or for any action that otherwise compromises the safety or security of a facility.
- H. Administrators and principals may authorize and assign inside door keys to employees assigned to their facilities.
 1. Administrators and principals shall maintain a list of all assigned indoor keys.
 2. Indoor keys shall be returned to the administrator or principal whenever an employee terminates employment or transfers to another school.
- I. Access to schools is as follows:
 1. School administrators have unrestricted access to their schools.
 2. Employees may have access to the schools to which they are assigned from 6:30 a.m. until 6:00 p.m. on regular school days.
 3. Any employee associated with a school program that extends beyond 6:00 p.m. is expected to remain until the program closes.
 4. Employees are not permitted to remain after normal or extended school hours without prior written approval from the principal. However, written approval does not allow employees to remain in a school after the building's designated closing time. Employees must leave at the time the school is locked by the custodian.
 5. Employees, except Authorized Personnel, are prohibited from accessing schools on non-school days, weekends, and holidays, except by prior written approval from both the principal and the executive director of facility services.
 - a. A custodian must accompany any employee granted such approval because the employee has neither the necessary security code nor the training needed to operate the security alarm system.
 - b. Permission will only be granted in unusual circumstances.

- J. Coaches are permitted access to school grounds and limited areas of the facility on weekends and non-school days for approved programs during the appropriate season as approved by the Utah High School Activities Association (UHSAA) and by written agreement with the Department. This agreement will outline specific procedures, responsibilities and penalties associated with this privilege, and may be terminated at any time if abused.
- K. Principals may request authorization from the district's technical services department for electronic access devices for designated employees to allow limited access to the school during the day.
 - 1. Limited access means access is restricted to designated doors that are accessible during defined school hours and school days only.
 - 2. Only electronic access devices, not keys, are permitted for limited access privileges.
 - 3. Principals shall maintain a list of all assigned electronic access devices.
 - 4. During the summer months, limited access privileges will be terminated or reduced to Monday through Thursday access as determined by technical services and the appropriate site administrator. Technical services will reinstate limited access privileges at the beginning of each school year upon authorization by the principal.
 - 5. Electronic access devices shall be returned to the principal whenever an employee terminates employment or transfers to another school.
 - 6. Human resource services shall notify technical services to delete electronic access privileges upon an employee's termination.

III. Operation and Maintenance of District Facilities

- A. The Department shall implement procedures to ensure all district facilities are operated and maintained in a manner that provides a healthy environment and ensures the long-term reliability and efficient operation of equipment and systems.
- B. It is expected that supervisors and foremen will be constantly aware of the condition of district facilities. Department supervisors and foremen will assign maintenance work orders to the various trades for proper completion. Maintenance work will be prioritized and accomplished in the following order:
 - 1. work necessary to correct conditions which pose an immediate threat to life, safety of students or personnel;
 - 2. work necessary to correct conditions which, through acts of God, vandalism or equipment failure, have adversely affected the security and/or structural integrity of district properties;
 - 3. work necessary to correct conditions which adversely affect the teaching and learning environment; and
 - 4. preventative maintenance work necessary to ensure the maximum useful life of equipment and systems.
- C. The Department will conduct annual inspections of district owned facilities to:
 - 1. determine if recommended maintenance practices are being carried out;
 - 2. make recommendations for long range maintenance and/or needed capital improvements that will extend the useful life of the facility and/or reduce operating costs; and
 - 3. maintain or improve its appearance.
- D. Principals will participate in annual inspections and offer their recommendations and suggestions to improve their facility's functional use and/or recommend changes needed to support the district's educational mission.
- E. The Department will evaluate and prioritize capital planning recommendations each year based on available resources.
- F. In the event that any observed condition requires a different expertise, significant expenditure, or long-range consideration, it should be immediately documented and forwarded to the executive director of auxiliary services for evaluation. The executive director will determine whether the condition warrants immediate disposition or inclusion in the capital planning recommendations.
- G. Employment of district personnel or independent contractors for capital and major maintenance projects will be based on the following criteria:
 - 1. the expertise required and/or equipment needed to complete the task or project;
 - 2. the size and/or logistics of the project; and
 - 3. the cost of the project including any costs necessary to develop detailed plans and/or specifications.
- H. The custodial supervisor will develop care and cleaning standards and instructions which can be uniformly applied and implemented by the custodial employees.
- I. Alterations and changes to district facilities
 - 1. Facilities staff are designated as the sole district employees authorized to perform maintenance work on buildings.
 - 2. Administrators and teachers are explicitly prohibited from making alterations or changes to rooms or spaces within district facilities.

3. Any unauthorized alterations or changes found will result in a fine imposed on the responsible party, set at no less than \$500.00.
 - a. This fine will cover the cost of paint, materials, and labor required to restore the affected area to district standards.

No district employee or student shall be subjected to discrimination in employment or any district program or activity on the basis of age, color, disability, gender, gender identity, genetic information, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran status. The district is committed to providing equal access and equal opportunity in its programs, services and employment including its policies, complaint processes, program accessibility, district facility use, accommodations and other Equal Employment Opportunity matters. The district also provides equal access to district facilities for all youth groups listed in Title 36 of the United States Code, including scouting groups. The following person has been designated to handle inquiries and complaints regarding unlawful discrimination, harassment, and retaliation: Tina Hatch, Compliance and Investigations/Title IX Coordinator, 440 East 100 South, Salt Lake City, Utah 84111, (801) 578-8388. You may also contact the Office for Civil Rights, Denver, CO, (303) 844-5695.