

## SAFETY/ SECURITY

- Employee IDs should be worn and visible at all times.
- Windows and doors are to be locked and secured.
- Do not use magnets or other items to prop doors.
- Keys should be secured. Do not allow students the use of keys.
- Arm security systems when appropriate.
- Know the layout of your school and the nearest exit.
- Familiarize yourself with the nearest fire extinguisher and AED.
- ★ **When entering a building after hours or on weekends:**
  1. Use your ID badge to fob in at the main entrance of the building. This will deactivate the alarm.
  2. Sign in on the provided sign in/ out sheet. Name and time-in are required.
- ★ **When exiting a building after hours or on weekends:**
  - a. Sign out on the provided sign in/ out sheet.
  - b. Check the sign in/ out sheet to see if anyone else remains in the building.
  - c. If you are the last one out, push and hold the away button on the alarm keypad to arm.
  - d. Once the keypad begins counting down, exit the building.



## OTHER HELPFUL TIPS

### To report a maintenance issue or room temperature problem.

1. Notify Daytime Custodian.
2. A work order will be submitted through FMX.
3. Requests are prioritized by the Assistant Facilities Director and will be completed as quickly as possible.

### Pest Control Procedures:

1. To report insects and pests (bees, ants, spiders, beetles, etc.).
  - a. Keep students away from the area if applicable.
  - b. Notify Daytime Custodian.
  - c. Requests will be documented into the Integrated Pest Management book.
  - d. Requests will be addressed by CASD's Pest Control Contractor during their monthly service inspections.
2. For cockroaches.
  - a. Notify your Daytime Custodian or Administrator immediately.
3. For bed bugs.
  - a. Discreetly remove the student from the classroom.
  - b. Send the student to the school nurse to be examined.
  - c. Collect and bag a specimen if possible.
  - d. Notify the Day Custodian.
  - e. The Custodial Supervisor will schedule an inspection with the Pest Control Company as soon as possible.

### Winter Inclement Weather

1. Wear appropriate footwear.
2. Plan ahead and give yourself sufficient time. All parking spots may not be available.
3. Watch where you walk. Avoid areas that have not been cleared or appear glazed over.
4. Avoid carrying large, heavy, or awkward objects that can obstruct your view and affect your balance.
5. Use caution when entering a building. Avoid wet areas from snow melt.



## GUIDELINES FOR ADMINISTRATIVE AND CLASSROOM OPERATION

- ❖ Indoor Air Quality
- ❖ Fire Safety Regulations
- ❖ Security/ Safety
- ❖ Energy Conservation and Temperature Guidelines
- ❖ Other Helpful Tips



## INDOOR AIR QUALITY

- No dogs, cats, rodents, rabbits, reptiles, birds, exotic animals, or other pets allowed.
- Minimize food storage in classrooms and offices. If food is going to be stored in these areas, it must be stored in a rigid, airtight container.
- Limit food consumption to designated areas (i.e. cafeterias, lounges, or designated break rooms). Spills should be cleaned up and/ or reported to custodial staff immediately. Food waste should be disposed of in a lined garbage container and will be removed by custodial staff within a 12 hour period.
- Limit plants in classrooms and offices. No plants should be placed on or above a unit ventilator.
- Household cleaning products or pesticides must not be brought in by staff.
- Air Freshener products, such as “plug-ins” and electronic air fresheners, must not be used in schools or offices.
- The top and front of unit ventilators should be clear and free from obstructions to allow for proper ventilation.
- Unit ventilators and other ventilation systems should be operational at all times while the building is occupied.
- No latex balloons should be used within the building.
- Be aware of your classroom environment; keep in mind those with allergies and chemical sensitivity.



## FIRE SAFETY REGULATIONS

- ❖ Personal appliances are not allowed in classrooms or offices. This includes coffee pots, toasters, fans, refrigerators, heaters, hot plates, microwaves, etc.
- ❖ Extension cords are not allowed, except for temporary use. Extension cords must be heavy-duty type, 3 pronged, and no more than 10ft. long.
- ❖ Power strips are permitted as long as they are UL listed, equipped with circuit breakers, and plugged directly into an outlet.
- ❖ Christmas lights, string lights, and other temporary lights are not permitted.
- ❖ Candles, candle warmers, or open flames are not permitted.
- ❖ 1 lamp is permitted per classroom as long as the lamp is UL listed, 3 pronged, the cord is in good condition and free from damage, it is plugged directly into an outlet, and it doesn't remain on while unattended.
- ❖ Storage must be kept at least 18 inches below sprinkler heads for adequate coverage.
- ❖ Exit doors and corridors are to be kept clear at all times.
- ❖ Fire rated doors (equipped with closers) are not to be blocked open at any time, except with an approved device that will automatically release upon activation of the fire alarm system.
- ❖ Flammable and combustible liquids should be stored in an approved cabinet when not in use.
- ❖ Staff should minimize clutter in their rooms, offices, and storage areas. Excessive clutter can be a potential fire hazard.



## ENERGY CONSERVATION AND TEMPERATURE GUIDELINES

1. Classroom doors shall remain closed as often as possible when HVAC is in operation.
  2. All office machines (copiers, laminating equipment) and computer monitors should be turned off each night.
  3. All capable PC's should be programmed for the “energy saver” mode using the power management feature.
  4. All unnecessary lighting shall be turned off. Make certain that lights are turned off when leaving the classroom/ office.
  5. Thermostats should not be covered or blocked with classroom materials. Never use wet paper towels to cover a thermostat.
  6. The HVAC will be occupied approximately 1 hr prior to the school day and remain on until approximately 1 hr after the school day ends. HVAC will remain unoccupied at all other times unless an event is scheduled.
  7. Air conditioning equipment will not be set below 74°F for cooling and above 72°F for heating.
- ★ **Cooling Season Occupied Set Points:**
- 74°F - 78°F
- ★ **Heating Season Occupied Set Points:**
- 68°F - 72°F

