

Buildings and Grounds Processes

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CUSTODIAL DEPARTMENT'S MISSION STATEMENT

Daily the expectation is that in each building we will clean, disinfect, and replenish all bathrooms, disinfect and clean all drinking fountains, empty all trash barrels, sweep all floors, and straighten all desks.

Effective 2009 the Freeport School District is in compliance with the State of Illinois "green initiatives" in regards to custodial supplies used by the district and custodians.

The regular custodial care of school buildings affects the education process in many ways. The level of daily care not only affects the safety and the wellbeing of students and staff but also that of the community groups and other parties who have arranged for its use. All of these factors affect the life of the school facility, its contents and the rate which they deteriorate.

Ongoing custodial care has a decided impact on the school appearance, its image within the local community and the attitude of all who work there, study there and visit

Buildings and Grounds Processes

FREEPORT SCHOOL DISTRICT # 145

Processes # 100 OBLIGATORY SCHOOL DUDE FACILITY REQUESTS

Reason: To insure good continuity of services to students and staff at each facility for events.

Processes: The Facilities and Grounds department oversees an enormous task of making sure that the entire needs of the district are taken care of daily. Without the use of automated software these tasks would be impossible to manage. To insure that events are successful and we can deploy the appropriate resources (requirements) the department is dependent on the data provided to us from the School Dude facility software.

When a facility or organization fails to enter an event (regardless what type of event it is) into School Dude along with the required data it is impossible for us as a department to make informed decisions and properly support your event. It is our requirement that **EVERY EVENT** is recorded in the Facility Request software section of School Dude.

Our past experiences confirm-that a failure by any facility or organization to enter event data and requirements into the Facility request software will most likely result in some disappointment or issues for the event.

Our data also confirms that events entered into the School Dude facility software (in advance of the date of the event) the needs have been met with great success for all involved.

Original: 4-4-14
Review : 2-3-15
Review: 1-5-16

Buildings and Grounds Processes

FREEPORT SCHOOL DISTRICT # 145

PROCESSES # 101 FACILITY USAGE – SCHOOL DUDE

REASON: TO INSURE THAT ALL NEEDS OF THE CUSTOMERS ARE MET AND TO PROVIDE FEEDBACK TO EACH CUSTOMER ON THEIR REQUESTS

Processes: Provided by Freeport Park District (thanks to them for sharing this!)

To gain first time access to this software the requestor must contact Greg Munda via email and advise him of the requestor's name, what organization they wish to be listed under, the requestors email address, phone contact number. The requestor will then receive an automated email from Greg advising them on how to access the software and the required passwords.

How Do I Use School Dude to Reserve Space through the Freeport School District

1. Enter www.myschoolbuilding.com in the Address bar of your Internet Explorer (Other browsers will not work for this website, please do not use, Firefox or any other web browser) Press Enter.
2. If you have already logged in for the first time, please skip to step
3. The first time that you log in, it will ask for your school ID number, please enter **957134425**.
4. Please enter your e-mail address **as stated on the School Dude email you received** in the text box and click the Submit Button.

5. You will now come to the home screen; you will know you are on the correct page when you see the FSD Logo in the Upper Right Hand corner.

6. Find the Button at the top of the page and Click that one Time.

7. This is your first opportunity to select the type of schedule you will be using. I recommend that you select the First option of a Normal Schedule, so that you are able to click on all of the dates you would like, even if it is a reoccurring schedule. Click on the Normal Schedule Picture Once!

8. The first thing that you want to enter in the next page is the Title of your Event. If you choose to have a program that may change names, but will be the same general idea such as "Special Recreation Dance" rather than entering, Turkey Dance, Shamrock Shake, etc.... as individuals. Enter the name in the "Event Title" Locations

9. Next, using the drop down bar, select the AREA in the school you would like to use. Click –Select Area—to get the drop box to open

10. Then, Click—Select Location—to get the drop box to open for the Location:

11. This will then give you the schools that have selected Rooms for the Area and Location you have provided. Some may have more than one for example; the Freeport Jr. High has an Auxiliary Gym and a Main Gym.

12. Than you will find the Dates section. Please use this carefully!!

To the right of the screen is a calendar, much like you see on Microsoft Outlook. Go through and select the dates that you would like to use that facility. If you make a mistake, you will see that all dates you select appear in the box on the left side. Simply delete those dates that you did not mean to select and continue with your selections.

13. Than you must enter in the times that you will need to use the facility. Start with you beginning time, than End time. Select these with using the drop box method you may want to add a Set up and Take down Time, 15 to 30 minutes before hand. (Please keep in mind that when the schools receive this, they do not receive the set up and tear take down time. It will be your

responsibility to make sure that there is no one in that facility when you go to set up and that you are finished cleaning up before someone else is ready to use it.

14. Click the Button and see if those dates and facilities are free to be used. If they are not, you may want to contact the Schools or proceed with the process and hope for a mistake in the system!

You will know there is something else going on by the shaded colors during that time or day!!

15. Next you will be in the Organization Information Section, please use the drop bar to select the Freeport Park District

Hint: To get to us faster, click the "F" key on your key board, and it will jump to the first "f" word. Than scroll down the page till you find it.

16. Then hit to drop box at the Contact Name Section: If your name is not listed, than please select, "Other Contact Name" and fill in the information below to ensure that you will be the one contacted if any issues come about!.

17. Next Skip down to the Section Titled "Set Up Requirements" This is the section that you will use to tell the schools maintenance staff what you need before the event starts, Chairs, Tables, use of electricity, and just about any other items that you could think of. It is always nice to try and bring your own items or to contact the school to make sure that they can provide those items before showing up to the event.

All you need to do is click the check box than write in the text box to the right, what items you will need!! Also, make sure you check the correct box for the appropriate category!!

18. Now we are to the bottom of the form and almost done. Please enter the amount of Total Participants, Adults and Children in the provided Text Boxes.

19. The next section which lists extra Chairs is very important if you will be having a party or may need a large amount of seats.

20. Park Spaces should not be an issue, as long as the School is not in session.

21. In the final section please enter any other words of wisdom for the school maintenance staff. A possible Reminder would be recommended

It will not ask you for your password to complete the schedule request, everyone in the office will have the same password, which is 2002work

22. Click the Save Button and you will see a message that says to click ok!!

23. After the process is complete, you will see, in red letters that the request has been saved in the upper left portion of the page!

24. What's next you ask? A series of e-mails will come to your e-mail box and you are NOT to reply to those. What happens is your request must be approved by many different administrators in the School District. Pay close attention to the e-mails because one may say, DENIED, or one may say Accepted!! If the request is denied, make sure they give a specific reason. If there is not a specific reason given for the denial, please contact, Greg Munda at greg.munda@fsd145.org.

25. It is always a great idea to call the schools ahead of time to make sure that they are planning on your arrival to the school!!

| | |
|-----------|---------|
| Original: | 9-20-01 |
| Reviewed: | 1-5-04 |
| Reviewed: | 1-24-06 |
| Reviewed: | 1-3-07 |
| Reviewed: | 4-9-08 |
| Reviewed: | 1-9-09 |
| Reviewed: | 1-8-10 |
| Reviewed: | 1-5-11 |
| Reviewed: | 1-9-12 |
| Reviewed: | 1-9-13 |
| Reviewed: | 3-11-14 |
| Reviewed: | 2-3-15 |
| Review: | 1-5-16 |

BUILDINGS AND GROUNDS PROCESSES

FREEPORT SCHOOL DISTRICT # 145

PROCESSES # 103 SUBMITTING A WORK ORDER – SCHOOL DUDE

Clarification: To insure the best customer service, quick resolve to requests and continuity of services

Processes: Each head custodian, principal and office manager/secretary will be provided with the ability to electronically submit work order request to the maintenance department. All work order requests need to follow this Processes. Access to the maintenance program.

| | |
|-----------|---------|
| Original: | 9-20-01 |
| Reviewed: | 1-5-04 |
| Reviewed: | 1-24-06 |
| Reviewed: | 1-3-07 |
| Reviewed: | 1-8-08 |
| Reviewed: | 1-5-09 |
| Reviewed: | 1-8-10 |
| Reviewed: | 1-5-11 |
| Revised: | 1-5-12 |
| Reviewed: | 1-9-12 |
| Reviewed: | 1-10-13 |
| Reviewed: | 3-11-14 |
| Reviewed: | 2-3-15 |
| Review: | 1-5-16 |

BUILDINGS AND GROUNDS PROCESSES

FREEPORT SCHOOL DISTRICT # 145

Processes # 104 ORDERING SUPPLIES – SCHOOL DUDE

Reason: To insure that the warehouse and the buildings are properly stocked with the needed supplies to assist in the educational process.

Processes: Supplies shall be ordered via the custodial software program. Schools do not need to order an overabundance of or horde custodial supplies. By hoarding supplies the entire ordering process can be sent off balance and may result in unnecessary cost to the district or the need to destroy supplies that have become outdated. Only have enough supplies on hand to meet the needs of your building.

| | |
|-----------|----------|
| Original: | 10-18-01 |
| Reviewed: | 1-5-04 |
| Reviewed: | 1-24-06 |
| Revised: | 1-4-07 |
| Reviewed: | 1-8-08 |
| Reviewed: | 1-5-09 |
| Reviewed: | 1-8-10 |
| Reviewed: | 1-5-11 |
| Reviewed: | 1-10-12 |
| Reviewed: | 1-11-13 |
| Reviewed: | 3-11-14 |
| Reviewed: | 2-3-15 |
| Review: | 1-5-16 |

BUILDINGS AND GROUNDS PROCESSES

FREEPORT SCHOOL DISTRICT # 145

Processes # 105 RECORDING SAFETY DRILLS – School Dude

Reason: To insure continuity of records for mandated safety drill.

Processes: Upon any facility scheduling any safety drill that fits any of the categories shown below the school shall fill out a School Dude Facility request and select "yes" for the proper box for such a drill.

This will help the district to produce an electronic copy of mandated drills for future references. This reporting will also be used to show local emergency services, the ROE and the State of Illinois proof of any drills.

For your convenience since 99% of the requests submitted in this software is for facility usage ALL the questions are defaulted to the answer of "no" to expedite your ability to enter facility requests.

Additional Information

- Is this an active shooter drill? Yes No
- Is this an earthquake drill? Yes No
 - Is this a fire drill? Yes No
- Is this a lock down drill? Yes No
- Is this a tornado drill? Yes No
- Is this a bus drill? Yes No
- Is this a cover in place drill? Yes No

Original: 4-4-14
Reviewed: 2-3-15
Review: 1-5-16

BUILDINGS AND GROUNDS PROCESSES

FREEPORT SCHOOL DISTRICT # 145

Processes # 200 Ill Call

Reason: To insure good continuity of services to students and staff at each facility

Processes: All department employees who are ill must contact the Facilities and Grounds office directly at 815-232-0585 to report they are ill and then place secondary phone call to the director of Facilities and Grounds.

The ill employee shall have direct phone contact with the Director of Facility and Grounds by contacting the director at 815-232-0633 or by cell phone at 815-990-0138. During this phone call you will need to clarify the nature of your illness. In the event that the Head Custodian is ill the Head Custodian **shall** be responsible to contact the PM custodian to come in and cover the day shift. Facilities and Grounds will make the necessary notifications and arrange for a sub PM custodian.

In the event the director is unavailable then the ill employee shall contact the designated alternative contact. Notification of who the alternative contact person is when the director is absent can be ascertained by contacting the department main phone number at 815-232-0585.

| | |
|-----------|----------|
| Original: | 10-23-99 |
| Reviewed: | 1-4-04 |
| Revised: | 12-13-06 |
| Reviewed: | 1-15-07 |
| Reviewed: | 4-10-08 |
| Reviewed: | 1-9-09 |
| Reviewed: | 1-8-10 |
| Reviewed: | 1-5-11 |
| Reviewed: | 1-9-12 |
| Reviewed: | 1-11-13 |
| Reviewed: | 3-11-14 |
| Reviewed: | 2-3-15 |
| Review: | 1-5-16 |

BUILDINGS AND GROUNDS PROCESSES

FREEPORT SCHOOL DISTRICT # 145

Processes # 207 CUSTODIAL MINUTES

Clarification: To insure that a written record of all meetings are recorded and provide to all that need them

Processes: Minutes from head custodian meetings will be provided and sent out electronically. Each head custodian should insure that his/her staff members see and review the minutes.

| | |
|-----------|----------|
| Original: | 11-18-99 |
| Reviewed: | 1-5-04 |
| Reviewed: | 1-24-06 |
| Reviewed: | 1-3-07 |
| Reviewed: | 1-8-08 |
| Reviewed: | 1-5-09 |
| Reviewed: | 1-8-10 |
| Reviewed: | 1-5-11 |
| Reviewed: | 1-10-12 |
| Reviewed: | 1-11-13 |
| Reviewed: | 3-11-14 |
| Reviewed: | 2-3-15 |
| Review: | 1-5-16 |

BUILDINGS AND GROUNDS PROCESSES

FREEPORT SCHOOL DISTRICT # 145

Processes # 208 EMAIL COMMUNICATIONS

Clarification: To insure that every custodial employee has access to all staff Communications.

Processes: All notices, memo, etc. that apply to all custodial staff shall be printed out by the head custodian placed in the communications book. All custodiansl will check this book when they report for their shift and will initial the memo after reading it.

| | |
|-----------|---------|
| Original: | 1-8-07 |
| Reviewed: | 4-11-08 |
| Reviewed: | 1-9-09 |
| Reviewed: | 1-8-10 |
| Reviewed: | 1-5-11 |
| Reviewed: | 1-10-12 |
| Reviewed: | 1-4-13 |
| Reviewed: | 3-11-14 |
| Reviewed: | 2-3-15 |
| Review: | 1-5-16 |

BUILDINGS AND GROUNDS PROCESSES

FREEPORT SCHOOL DISTRICT # 145

Processes # 209 REQUESTING VACATION DAY(S), PERSONAL DAYS, SICK DAYS, FUNERAL

Clarification: To insure that all absences are recorded properly and that all who are impacted by the absence (s) are communicated with the "Erma" software will be utilized effective 2-21-07. After this date we will no longer accept any requests for absences on paper.

Processes: Log in as shown in the training session on 2-20-07. If you are a Head Custodian you need to copy or check the boxes to also notify your Principal, Facilities and Grounds office manager (director is automatically notified by software).

If you are not the head custodian you need to copy (select) the Head Custodian, Principal and Facilities and Grounds office manager.

All contractual verbiage and previous departmental rules, regulations and previous memos apply to these requests.

| | |
|-----------|---------|
| Original: | 2-20-07 |
| Reviewed: | 1-8-08 |
| Reviewed: | 1-6-09 |
| Reviewed: | 1-8-10 |
| Reviewed: | 1-5-11 |
| Reviewed: | 1-10-12 |
| Reviewed: | 1-9-13 |
| Reviewed: | 3-11-14 |
| Reviewed: | 2-3-15 |
| Review: | 1-6-16 |

BUILDINGS AND GROUNDS PROCESSES

FREEPORT SCHOOL DISTRICT # 145

Processes # 216 EMERGENCY DATA CARDS AND SELECTION OF OVERTIME/COMP TIME

Clarification: To insure continuity of data and contractual obligations

Processes: Each year in June the Facilities and Grounds office shall require each employee to fill out an emergency data card and make the contractual selection for the next fiscal year if the employee would desire overtime or compensation time. The selection of overtime VS compensation time will be done with the compliance of the verbiage of the contact.

In both cases failure to fill out all lines on either form will be considered an insubordinate act.

| | |
|-----------|----------|
| Original: | 10-23-99 |
| Reviewed: | 12-4-03 |
| Reviewed: | 1-5-04 |
| Reviewed: | 1-24-06 |
| Reviewed: | 1-3-07 |
| Reviewed: | 1-8-08 |
| Reviewed: | 1-5-09 |
| Reviewed: | 1-8-10 |
| Reviewed: | 1-5-11 |
| Reviewed: | 1-10-12 |
| Reviewed: | 1-11-13 |
| Reviewed: | 3-11-14 |
| Reviewed: | 2-3-15 |
| Review: | 1-6-16 |

BUILDINGS AND GROUNDS PROCESSES

FREEPORT SCHOOL DISTRICT # 145

Processes # 300 YEARLY BUILDING INSPECTIONS

Clarification: To insure that buildings are as hygienic as possible thus to promote a positive learning environment.

Processes: At least once a year the Director of Facilities and Grounds will do a building inspection of each building. This inspection will be for cleanliness, conformity to regulations, safety and to identify any maintenance work that needs to be done. A grading system will be used on each line of the report that gives 4 points for a perfect score and 1 point for unacceptable score. The Director will then email the results of the inspection to the Head Custodian, Principal and the Assistant Superintendent of Business. Any action items listed in **RED** will need immediate attention by the building administrator.

The custodial staff score should average out to 3.0 or better. If the score average is less than 3.0 the Director and the Head Custodian will sit down and review the inspections and talk of ways to make improvements and work on that process until a score of 3.0 or acceptable improvements are made.

| | |
|-----------|----------|
| Original: | 12-12-02 |
| Reviewed: | 1-5-04 |
| Reviewed: | 1-24-06 |
| Reviewed: | 1-5-07 |
| Reviewed: | 1-8-08 |
| Reviewed: | 1-5-09 |
| Reviewed: | 1-8-10 |
| Reviewed: | 1-5-11 |
| Reviewed: | 1-9-12 |
| Reviewed: | 1-4-13 |
| Reviewed: | 2-5-14 |
| Reviewed: | 2-3-15 |
| Review: | 1-7-16 |

BUILDINGS AND GROUNDS PROCESSES

FREEPORT SCHOOL DISTRICT # 145

Processes # 301 BUILDING CLEANLINESS AND COMPUTERIZED SURVEY SCORING SYSTEM

Reason: To insure that the warehouse and the buildings are properly stocked with the needed supplies to assist in the educational process.

Processes: To insure that all facilities and computerized surveys are scored on an equal scoring system the following alpha score will be used in correspondence to a numeric assessment:

| | |
|---------------------|-----|
| 90 – 100 | "A" |
| 80 – 90 | "B" |
| 70 - 80 | "C" |
| 60 - 70 | "D" |
| Under 60 is failing | |

| | |
|-----------|---------|
| Original: | 4-8-04 |
| Reviewed: | 1-24-06 |
| Reviewed: | 1-7-07 |
| Reviewed: | 1-8-08 |
| Reviewed: | 1-5-09 |
| Reviewed: | 1-8-10 |
| Reviewed: | 1-5-11 |
| Reviewed: | 1-9-12 |
| Reviewed: | 1-4-13 |
| Reviewed: | 2-5-14 |
| Reviewed: | 2-3-15 |
| Review: | 1-7-16 |

BUILDINGS AND GROUNDS PROCESSES

FREEPORT SCHOOL DISTRICT # 145

Processes # 302 CLARIFICATION OF SCHOOL/ROOM FURNISHINGS AND
MOVING OF STAFF MEMBERS.

Reason: Clarification that items in the classroom (with the exception of personal property) are assigned to the school/room and not the staff member.

Processes: When moving a staff member from one school to another or within a given school the only items that are to be moved to the new location are any of the staff member's personal property. All other furnishings and items are assigned to that school/room and are not to be moved.

Original: 2-6-14
Reviewed: 2-3-15
Review: 1-7-16

BUILDINGS AND GROUNDS PROCESSES

FREEPORT SCHOOL DISTRICT # 145

Processes# 400 TIME SHEETS

Purpose: To properly document the time an employee starts their shift, takes breaks, meals, etc. and ends their shifts.

Policy: All payroll documentation are to be completed, signed, etc. and delivered to the Directors desk no later than 1PM the first business day after a pay day Friday.

Failure to abide by this Process may result in delays in processing and handing out checks to not only your staff but the rest of the custodial / maintenance staff. If you do not abide by this Process your delays may also lead to errors being made by this office because your delay does not allow us adequate time to properly review and complete the pay roll.

Failure to abide by these Processes may also lead to disciplinary action being directed towards you for your failure to follow this Process.

| | |
|-----------|---------|
| Original: | 7-10-01 |
| Revised: | 5- 2-06 |
| Reviewed: | 1-9-07 |
| Reviewed: | 1-8-08 |
| Reviewed: | 1-5-09 |
| Reviewed: | 1-8-10 |
| Reviewed: | 1-5-11 |
| Reviewed: | 1-9-12 |
| Reviewed: | 1-10-13 |
| Reviewed: | 2-5-14 |
| Reviewed: | 2-3-15 |
| Review: | 1-7-16 |

BUILDINGS AND GROUNDS PROCESSES

FREEPORT SCHOOL DISTRICT # 145

Processes # 401 OVERTIME

Clarification: Any reason that an employee exceeds their normal allotment of work hours in accordance to federal, state laws or contractual language.

Processes: Approval for all overtime will be made based on contractual language and by the director.

| | |
|-----------|----------|
| Original: | 10-23-99 |
| Reviewed: | 1-5-04 |
| Reviewed: | 1-24-06 |
| Revised: | 1-3-07 |
| Reviewed: | 1-8-08 |
| Reviewed: | 1-5-09 |
| Reviewed: | 1-8-10 |
| Reviewed: | 1-5-11 |
| Reviewed: | 1-10-12 |
| Reviewed: | 1-10-13 |
| Reviewed: | 2-5-14 |
| Reviewed: | 2-3-15 |
| Review: | 1-7-16 |

BUILDINGS AND GROUNDS PROCESSES

FREEPORT SCHOOL DISTRICT # 145

Processes # 402 RESPONSIBLE DEPARTMENT FOR CUSTODIAL WAGES

Clarification: To identify whom in the district is fiscally responsible for the custodian's wages

Processes: To clarify; all wages paid to the custodial staff comes out of the budget of Facilities and Grounds.

| | |
|-----------|---------|
| Original: | 1-20-00 |
| Reviewed: | 1-5-04 |
| Reviewed: | 1-24-06 |
| Reviewed: | 1-3-07 |
| Reviewed; | 1-8-08 |
| Reviewed: | 1-5-09 |
| Reviewed: | 1-8-10 |
| Reviewed: | 1-5-11 |
| Reviewed: | 1-10-12 |
| Reviewed: | 1-4-13 |
| Reviewed: | 2-5-14 |
| Reviewed: | 2-3-15 |
| Review: | 1-7-16 |

BUILDINGS AND GROUNDS PROCESSES

FREEPORT SCHOOL DISTRICT # 145

Processes # 404 RESPONSIBILITY FOR BILLING OF STUDENTS FOR DAMAGES

Clarification: To insure that the department who did the work and purchased the material gets reimbursed for that labor and material.

Processes: Any work order that is submitted for repairs of damages caused by a student(s) needs to include the student(s) name. Facilities and Grounds will be responsible for sending out the billing for the damages. It is not a reasonable expectation for the Facilities and Grounds to pay for the labor and material and then the school collects the fees.

Work orders that do not include the student(s) name will automatically be declined.

Original: 1-13-11
Reviewed: 1-6-12
Reviewed: 2-5-13
Reviewed: 1-4-14
Reviewed: 2-3-15
Review: 1-7-16

BUILDINGS AND GROUNDS PROCESSES

FREEPORT SCHOOL DISTRICT # 145

Processes # 404 RESPONSIBILITY FOR BILLING OF STUDENTS FOR DAMAGES

Clarification:
purchased To insure that the department who did the work and or
the material gets reimbursed for that labor and material.

Processes: By way of clarification the district Business Office bills the students for damages. Student information shall be sent to the Assistant Superintendent of Business along with any funds collected shall also be forwarded to the Assistant Superintendent of Business office.

For further clarification on dealing with vandalism or horseplay damages by students:

- 1) Facility affected enters a work order in the Facilities & Grounds Department work order system (and does not arrange for the repairs with an outside vendor).
- 2) Facility affected finds the responsible student or students, disciplines accordingly, and sends the incident information/due process form and student(s) contact information to the Assistant Superintendent of Business Office for billing.
- 3) Facilities & Grounds makes the repair or arranges for the repair in the event an outside vendor is required to do the work.
- 4) Facilities & Grounds will send a copy of the bill for repairs to the District Business Office.
- 5) The district business office bills for and collects the funds.

Original: 1-13-11
Reviewed: 1-6-12
Reviewed: 2-5-13
Reviewed: 1-4-14
Revised: 12-11-14
Reviewed: 2-3-15

BUILDINGS AND GROUNDS PROCESSES

FREEPORT SCHOOL DISTRICT # 145

Processes # 406 CUSTODIAL SUPPLIES – PERSONAL PURCHASES

Clarification: To insure cost savings and uniformity in regards to supplies;
 protect district dollars for not approved purchases

Processes: No custodian may purchase cleaning products on their own and
 charge them to the district.

 No custodian may make any district purchases without
 permission of the Director of Facilities and Grounds

Original: 2-21-02
Reviewed: 1-5-04
Reviewed: 1-24-06
Reviewed 1-5-07
Reviewed: 1-8-08
Reviewed: 1-5-09
Reviewed: 1-8-10
Reviewed: 1-5-11
Reviewed: 1-10-12
Reviewed: 1-4-13
Reviewed: 2-11-14
Reviewed: 2-3-15

BUILDINGS AND GROUNDS PROCESSES

FREEPORT SCHOOL DISTRICT # 145

Processes # 410 POLICE KEY HOLDER LIST

Clarification: To maintain continuity with the police department in regards to emergency contacts for after hour issues

Processes: It shall be the Director of Facilities and Grounds responsible to keep the local police department advised of the current listing of contacts and phone numbers of those would be most likely needed at each building in the event of an after hour emergency. Custodians are responsible to advise the Facility and Grounds department of any changes in their preferred after hour phone contact numbers.

| | |
|-----------|---------|
| Original: | 9-20-03 |
| Reviewed: | 1-5-04 |
| Reviewed: | 1-21-05 |
| Reviewed: | 1-24-06 |
| Reviewed: | 1-18-07 |
| Reviewed: | 1-22-08 |
| Reviewed: | 1-5-09 |
| Reviewed: | 1-8-10 |
| Reviewed: | 1-5-11 |
| Reviewed: | 1-10-12 |
| Revised | 1-7-13 |
| Reviewed: | 2-11-14 |
| Reviewed: | 2-3-15 |
| Review: | 1-7-16 |

BUILDINGS AND GROUNDS PROCESSES

FREEPORT SCHOOL DISTRICT # 145

Processes # 415 SCHOOL CANCELED DAYS

Clarification: To insure good continuity of services

Processes: On those days when school has been canceled for any reason and staff is still to report to work(**unless the message states specifically that all 12 month employees are to stay home**), upon receiving the automated phone call from the districts computerized calling system all second shift employees shall report to work as soon as possible.

Second shift custodians may leave work after they have completed 8 1/2 hours of work from the time they arrived.

| | |
|-----------|---------|
| Original: | 1-6-09 |
| Reviewed: | 1-8-10 |
| Reviewed: | 1-5-11 |
| Reviewed: | 1-10-12 |
| Reviewed: | 1-10-13 |
| Revised: | 2-11-14 |
| Reviewed: | 2-3-15 |
| Review: | 1-7-16 |

BUILDINGS AND GROUNDS PROCESSES

FREEPORT SCHOOL DISTRICT # 145

Processes # 416 LATE START DAYS WITH NO STUDENTS

Clarification: To insure good continuity of services

Processes: On days when the district opens late due to any unsafe conditions and there are **no** students attending school on that day, if a custodian believes they can safely report to work at 6AM then they may report at that 6AM.

Coming in earlier than the rest of the general staff gives the custodial staff sufficient time to clean up, shovel, salt, etc. before the rest of the staff arrives later in the day.

Original: 2-13-14

Reviewed: 2-3-15

Review: 1-7-16

BUILDINGS AND GROUNDS PROCESSES

FREEPORT SCHOOL DISTRICT # 145

Processes # 500 SAFETY GLASSES

Reason: To insure the personal safety of each employee.

Processes: Employees shall use their safety glasses at all times. Safety glasses are provided to each employee at no cost to the employee. If an employee loses or damages their safety glasses they are to order a new pair via the custodial software.

Original: 10-18-01
Reviewed: 1-5-04
Reviewed: 1-24-06
Revised: 1-4-07
Reviewed: 1-8-08
Reviewed: 1-5-09
Reviewed: 1-8-10
Reviewed: 1-4-11
Reviewed: 1-6-12
Reviewed: 1-8-13
Reviewed: 2-5-14
Reviewed: 2-3-15
Review: 1-7-16

BUILDINGS AND GROUNDS PROCESSES

FREEPORT SCHOOL DISTRICT # 145

Processes # 501 KNOWN SAFETY ITEMS AND ROE INSPECTIONS DATA

Reason: To promote a safe learning environment and exceed all ROE requirements

Proactive listing of safety issues:

ALL DRILLS MUST BE RECORDED IN SCHOOL DUDE FACILITY REQUEST SOFTWARE

All schools shall hold a fire drill within the first 16 hours of school starting in August.

All schools will hold a minimum of 4 fire drills per school year, one with the fire department present.

Each School **SHALL** hold one active shooter drill during the school day with a representative present from the Freeport Police Department and a representative of the local Illinois Emergency Management Agency office IEMA) present. The Director of Facilities and Grounds will make the arrangements for contacting the local.

You should have all of your data in the 3 ring binder to provide to each school by Buildings and Grounds department. In this you should have copies of all your safety records, your copies of certification that items have been sprayed with fire retardant, any fire alarm tests, sprinkler testing, elevator reports, etc.

Every classroom **SHALL** have a tornado sign and a fire exit signs present.

Schools with sprinkler systems (CS, FHS, FMS, and Center) may have nothing stored within 18" of ceiling

All smoke and heat detectors must have a circle of clearance of 30" around the devise

Custodial closets must be locked

All door must have signage on them advising what is inside the room

All chemical bottles must have a label on them

Staff should not bring to school any household cleaning products

All gyms, cafeteria, library's, theaters, must have a occupancy load sign posted in them

No tape of any kind may be placed on any floors

Every classroom must have a minimum of 10" X 10" of visibility into the classroom

3' of clearance must be in front of all boilers, electrical panels

Nothing can be stacked on top of any boilers

Flammables must be stored outdoors or in a fire proof cabinet

Nothing can be in a hall that would decrease the width of the hall or obstruct someone egress

Nothing may be placed in such a fashion as to obstruct the egress from a building

All emergency lights must work

Weather radios must be on and working

AED has to be fully operational with pads that are not expired and the monthly check off tag must be up to date

Nothing may be in front of or obstruct access to fire alarm pull stations, fire alarm strobes or horns, fire suppression systems, fire extinguishers cabinets and AED's.

No animals shall be kept in any schools

All ceiling tiles must be in place. They shall be clean, none stained.

School should not have any items in it that are flammable such as couches or other furniture. Decorations also should not be flammable. Any flammable items must be treated with a fire retardant product. The building principal is responsible for making sure all items are treated with the fire retardant product. The principal must provide the ROE a letter stating location of item(s), what the items are, and when and what they were treated with. This letter must be sent to the ROE with copies being kept at the school and being sent to the Director of Facilities and Grounds also.

No smoke or heat detector shall have any covers on them unless that cover is a direct result of current work going on in that location inside the school.

No doors can be locked or chained when the school is occupied.

School security must be practiced at all times

Exterior doors shall be closed and locked at all times

Classrooms that are equipped with "classroom" door locks should use the locking mechanism so that intruders from the hall side cannot access the classroom when school is in session. Classroom doors shall be closed and locked at all times.

All sidewalks need to be cleared of snow and ice so not to cause slips, trips and falls
Any safety devices that are not working properly should be submitted via a work order in School Dude immediately upon being discovered

With the exception of science rooms and kitchens there should be no open flame in any classrooms

No personal vehicles shall be parked on any sidewalks, grass areas and or playing fields at any time.

ROE inspection checklist

Administrative and general building requirements:

- Safety survey
- Fire drills
- Functional fire alarm system
- Safety reference plans
- Tornado severe weather protector program
- Integrated pest management program

Arts and crafts classrooms:

- Fire detector
- Door closures
- Hold open devices
- Fire extinguisher fully functional with current inspection tag
- Exhaust fan
- Kiln exhaust fan
- Kiln fuel switch
- Toxic art supplies
- Safety glasses

Auditorium:

Posted occupancy load
Fire detector
Door closures
Hold open devices
Fire extinguisher fully functional with current inspection tag
Fire alarm signal
Emergency lighting
Illumined exit signs (NOT COVERED BY SETS)
Manual fire alarm stations
Number of exits

Automotive shop:

Fire detectors
Door closures
Hold open devices
Fire extinguisher fully functional with current inspection tag
Fire alarm signal
Exhaust painted booth
Exhaust welding booth
Explosion proof lights
Safety glasses

Bleachers - Grandstands:

Current inspection/maintenance reports

Boiler Rooms:

Door swing
Fire detector
Door closers
Hold open devices
Fire extinguisher fully functional with current inspection tag
Fire alarm signal emergency fuel burner switch manual fire alarm pull station
Certificate of inspection posted
Spaces around pipes and ducts caulked

Cafeteria:

Posted occupancy load
Fire detector
Door closers
Hold open devices
Fire extinguisher fully functional with current inspection tag
Fire alarm signals
Emergency lighting
Illuminated exit signs
Number of exits
Unobstructed exits

Classrooms:

Classroom doors
Door closers
Hold open devices
Closest doors locked
Inside of exit doors unlocked
100 square inches of visibility into room
Fire poster and tornado poster posted
Seal red emergency back pack present
Clear access to intercom button

Computer labs & computer hub closets:

Fire extinguisher fully functional with current inspection tag

Corridors:

No obstructions of traffic
Smoke barrier doors hardware
Number of exits
Unobstructed exits
Fire extinguisher fully functional with current inspection tag
Illuminated exit signs
Emergency lighting
Wide of isles
Dead end travel
Safety glass

Elevator, chair lifts, platforms lifts

Certification of inspection
Does not obstruct traffic flow

Fire escapes:

Does not obstruct traffic
Properly maintained

Greenhouse:

Fire detector
Chemical storage
Fire extinguisher fully functional with current inspection

Gym-multipurpose rooms:

Posted occupancy load
Unobstructed exits
Door closers
Hold open devices
Fire extinguisher fully functional with current inspection tag
Fire alarm signal
Emergency lighting
Illuminated exit sights

Home economics – family services rooms:

Fire detector
Door closures
Hold open devices
Fire extinguisher fully functional with current inspection tag
Exhaust fan

Industrial technology labs:

Fire detector
Door closures
Hold open devices
Fire extinguisher fully functional with current inspection tag
Fire alarm signals
Exhaust –welding booth
Safety glasses

Janitor's closet:

Fire detector
Door closures
Hold open devices

Kitchen:

Fire detector
Door closures
Hold open devices
Fire extinguisher fully functional with current inspection tag
Range canopy exhaust-filters
Fire suppression systems in hoods fully functional and record of inspections (food service oversees this function)

Library – media center:

Fire detector
Door closures
Hold open devices
Fire extinguisher fully functional with current inspection tag
Posted occupancy load
Illumined exit signs
Number of exits

Music practice room:

Fire alarm signal

Photo developing room:

Fire detector
Door closures
Hold open devices
Fire extinguisher fully functional with current inspection tag
Exhaust fan
Flammable storage

Projection room:

Fire detector
Door closures
Hold open devices
Fire extinguisher fully functional with current inspection tag
Exhaust fan
Safety Signs

Science laboratories:

- Fire detector
- Door closures
- Hold open devices
- Fire extinguisher fully functional with current inspection tag
- Exhaust fan
- Fume hood exhaust
- Safety glasses
- Flammable storage

Shower – Locker rooms:

- Fire alarm signals
- Emergency lighting
- Exhaust fan
- Number of exits

Stage/Dressing rooms:

- Fire detector
- Door closures
- Hold open devices
- Fire extinguisher fully functional with current inspection tag
- Illuminated exit signs
- Curtains/scenery
- Manual fire alarm station

Stairwells:

- Fire detector
- Door closures
- Hold open devices
- Illuminated exit signs
- No storage under stairs
- Emergency lighting
- Properly maintained
- Unobstructed exit

Storage under stage:

- Fire detector
- Door closures
- Hold open devices
- Chair storage only

Storage/supply room:

Fire detector
Door closure
Hold open devices
Flammable storage

| | |
|-----------|---------|
| Original: | 7-2-09 |
| Reviewed | 3-18-10 |
| Reviewed: | 1-4-11 |
| Reviewed: | 1-6-12 |
| Revised: | 4-23-12 |
| Reviewed: | 1-4-13 |
| Revised: | 3-18-14 |
| Reviewed: | 2-3-15 |
| Review: | 1-7-16 |

BUILDINGS AND GROUNDS PROCESSES

FREEPORT SCHOOL DISTRICT # 145

Processes # 502 FIRE EXTINGUISHERS

Clarification: To insure that all fire codes and occupant safety is at its full capacity

Processes: Each Principal/custodian is responsible to check all fire extinguishers in their building monthly to insure that the tag is current, the pin is in place with a pin retainer on the unit, the extinguisher is fully charged. This data is confirmed monthly by the safety report filed by the schools principals to the Director of Facilities and Grounds. **The building principal is ultimately responsible to insure that the AED is checked monthly and the card attached to the AED is signed in accordance to the safety reports.**

If there is any concerns about any fire extinguisher the custodian shall contact the Director of Facilities and Grounds office at 232-0585.

| | |
|-----------|---------|
| Original: | 1-18-01 |
| Reviewed: | 1-5-04 |
| Reviewed: | 1-24-06 |
| Reviewed: | 1-3-07 |
| Reviewed: | 1-8-08 |
| Revised: | 1-5-09 |
| Reviewed: | 1-8-10 |
| Reviewed: | 1-5-11 |
| Reviewed: | 1-6-12 |
| Revised: | 1-4-13 |
| Reviewed: | 2-6-14 |
| Reviewed: | 2-3-15 |
| Review: | 1-7-16 |

BUILDINGS AND GROUNDS PROCESSES

FREEPORT SCHOOL DISTRICT # 145

Processes # 503 MONTHLY SAFETY REPORTS

Clarification: Each calendar month the buildings principal is responsible for conducting, completing and submitting to the Facilities and Grounds office no later than the first Friday of the month a computer generated safety report. Upon receipt of the report the Facilities and Grounds office shall review each document and then file a complete report on the districts status to the Assistant Superintendent of Business for his/her review.

The principal or designee is also responsible for initializing the card attached to the AED monthly and fire extinguishers. The building principal shall be responsible for the content of the monthly safety report.

| | |
|-----------|---------|
| Original: | 1-5-05 |
| Reviewed: | 1-24-06 |
| Reviewed: | 1-9-07 |
| Reviewed: | 1-8-08 |
| Reviewed: | 1-5-09 |
| Reviewed: | 1-8-10 |
| Revised: | 10-5-10 |
| Reviewed: | 1-5-11 |
| Reviewed: | 1-6-12 |
| Reviewed: | 1-4-13 |
| Reviewed: | 2-6-14 |
| Reviewed: | 2-3-15 |

BUILDINGS AND GROUNDS PROCESSES
FREEPORT SCHOOL DISTRICT # 145

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|----------------|--|
| Processes # | 504 HOUSEHOLD CHEMICALS BROUGHT IN BY STAFF MEMBERS |
| Clarification: | To insure the safety of all building occupants and to make improvements of indoor air quality |
| Processes: | We encourage staff members not to bring in air fresheners or chemicals from home. One of the issues with air fresheners is that they come in so many different scents that they can actually cause asthma or other respiratory issues. If a staff member feels they need some type of air fresher the custodial staff has items available in a scent that has been tested by S.E. Johnson Company and it compatible with the scent of our cleaning products. Staff members should not bring in any cleaning products from home. Any products that are brought in could react to our cleaning products and cause grave injury to someone. Further chemicals should not be stored in a location where students can get to them. |
| | If a staff member brings in any chemicals into a building they must provide a MSDS sheet to the main office that has to be put in the MSDS book, a copy must be provided to the Director of Facilities and Grounds. |
| Original: | 9-19-03 |
| Reviewed: | 1-5-04 |
| Reviewed: | 1-24-06 |
| Reviewed: | 1-6-07 |
| Reviewed: | 1-8-08 |
| Reviewed: | 1-5-09 |
| Reviewed: | 1-8-10 |
| Reviewed: | 1-5-11 |
| Reviewed: | 1-6-12 |
| Reviewed: | 1-4-13 |
| Reviewed: | 2-6-14 |
| Reviewed: | 2-3-15 |
| Review: | 1-7-16 |

BUILDINGS AND GROUNDS PROCESSES

FREEPORT SCHOOL DISTRICT # 145

Processes # 505 INJURIES AT WORK

Clarification: To insure continuity of paperwork for both the employee and the district on any injury.

Processes: In the event you experience any injury while at work and that injury is not life threatening, you are to report that injury to the Director of Facilities and Grounds immediately. You will then need to come to the office and fill out insurance paperwork at his/her office.

If your injury is such that you need immediate medical assistance, you are to seek medical help and then advise the Director of Facilities and Grounds after you have been cared for.

If you work the PM shift and your injury does not require immediate medical care, you may call the office at 232-0585 and leave a voice message with details of your injury and fill out the paperwork the next business day.

| | |
|-----------|----------|
| Original: | 11-21-02 |
| Reviewed: | 1-5-04 |
| Revised: | 9-11-06 |
| Reviewed: | 1-7-07 |
| Reviewed: | 1-8-08 |
| Reviewed: | 1-5-09 |
| Reviewed: | 1-8-10 |
| Reviewed: | 1-5-11 |
| Reviewed: | 1-6-12 |
| Reviewed: | 1-4-13 |
| Reviewed: | 2-6-14 |
| Reviewed: | 2-3-15 |
| Review: | 1-7-16 |

BUILDINGS AND GROUNDS PROCESSES

FREEPORT SCHOOL DISTRICT # 145

Processes # 506 UNLABLED BOTTLES

Clarification: To assure that the district is in compliance with all state and federal laws and to insure the safety of the buildings occupants

Processes: At no time shall there be any chemicals stored in any vessel that is not labeled. Any non-labeled containers shall be removed from their discovered location and secured in a safe location until such time the product can be identified

| | |
|-----------|---------|
| Original: | 3-15-01 |
| Reviewed: | 1-5-04 |
| Reviewed: | 1-24-06 |
| Reviewed: | 1-3-07 |
| Reviewed: | 1-8-08 |
| Reviewed: | 1-5-09 |
| Reviewed: | 1-8-10 |
| Reviewed: | 1-5-11 |
| Reviewed: | 1-6-12 |
| Reviewed: | 1-4-13 |
| Reviewed: | 2-6-14 |
| Reviewed: | 2-3-15 |
| Review: | 1-7-16 |

BUILDINGS AND GROUNDS PROCESSES

FREEPORT SCHOOL DISTRICT # 145

Processes # 507 BIO HAZARD BAGS

Clarification: To protect all staff and students from bio hazards and to control monetary cost in the district

Processes: Normal household refuse (feminine products, diapers, etc.) are not bio hazardous waste. These items can go into a normal trash bag. Items such as a blood rag from a nose bleed need go into a red bio hazard bag.

| | |
|-----------|---------|
| Original: | 3-16-00 |
| Reviewed: | 1-5-04 |
| Reviewed: | 1-24-06 |
| Reviewed: | 1-3-07 |
| Reviewed: | 1-8-08 |
| Reviewed: | 1-5-09 |
| Reviewed: | 1-8-10 |
| Reviewed: | 1-5-11 |
| Reviewed: | 1-9-12 |
| Reviewed: | 1-4-13 |
| Reviewed: | 2-6-14 |
| Reviewed: | 2-10-15 |

BUILDINGS AND GROUNDS PROCESSES

FREEPORT SCHOOL DISTRICT # 145

Processes # 508 EMERGENCY SERVICES DOOR IDENTIFICATION AND
PARKING LOT IDENTIFICATION

Clarification: To insure that during a time of emergencies that both the responders and the school are both using the same verbiage in regards to the exact location of the emergency.

Processes: The Director of Facilities and Grounds shall provide all local Emergency Services with a drawings of each district building. That drawing shall show each door and the letter identifying that door. Additional data may be added if needed to each drawing.

Staff **MUST** tell emergency services which door (letter) to respond to when calling for assistance.

| | |
|-----------|---------|
| Original | 2-1-10 |
| Reviewed: | 1-5-11 |
| Revised: | 1-9-12 |
| Revised: | 1-7-13 |
| Revised: | 2-6-14 |
| Reviewed: | 2-10-15 |

BUILDINGS AND GROUNDS PROCESSES

FREEPORt SCHOOL DISTRICT # 145

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|----------------|---|
| Processes # | 509 BOIL WATER ORDER |
| Clarification: | To insure that during times of "boil water order" the school has adequate water to support the schools mission. |
| Processes: | <p>Upon receiving notification that there has been "boil water" notice issued both the Director of Food Services and the Director of Facilities and Grounds need to be notified.</p> <p>The building principal shall make an announcement to all staff and students that there has been a "boil water" notification issued and advise all occupants that they should not drink from any fountains and the kitchen staff should not use water for cooking.</p> <p>The custodian(s) of the building shall shut off the water supplies to all drinking fountains and hand sinks when the valve is easily accessible. In such situations where the shut off valve is not easily accessible the custodian(s) shall tape plastic garbage over the fountains and sinks to prevent anyone from using the fountains or sinks.</p> <p>The Director of Food Service will make the necessary arrangements to deliver adequate amount of drinking water and cooking water to the schools during the length of the "event". The Director of Food Services will also handle all precautions necessary in regards to all operations of kitchen(s) including but not limited to food safety, dish cleaning, etc.</p> <p>The Director of Facilities and Grounds shall have direct contact with both the City's Water and Sewer department to confirm the "boil" order and obtain all necessary data on the "boil" orders duration. The Director of Facilities and Grounds shall also consult with a representative of the County Health Department for advisement and conformation that the processes put in place are proper to safeguard the heath of the schools occupants.</p> <p>After the above conversations have been completed the Director of Facilities and Grounds shall update the school(s) principal(s) and then update the Assistant Superintendent of Business. Follow up conversations will then be held with all parties listed above every 4 hours during the school day or until the situation is resolved.</p> |

Toilets may still be used as normal and hand sanitizing should be restricted to the use of hand sanitizer's solutions until the "boil" order is lifted.

What do I do with food and drink prepared during the advisory?

Throw away **uncooked** food, beverages or ice cubes if made or prepared using tap water during the day of the advisory.

Can I use my coffee maker, ice machine?

No, none of these should be used if they are directly connected to your water supply. Use bottled water or water that has been boiled or disinfected for making coffee and ice. Also, filters do not work for removing bacteria. Once you have been notified that the boil water advisory has been lifted, these devices should be cleaned and disinfected according to the operator's manual for the device.

Is potentially contaminated water safe for bathing?

The water may be used for showering, baths, and washing, if absolutely necessary so long as care is taken not to swallow or allow water in eyes or nose or mouth. Children and disabled individuals should have their bath supervised to ensure water is not ingested. The time spent bathing should be minimized. Though the risk of illness is minimal, individuals who have recent surgical wounds are immunosuppressed, or have a chronic illness may want to consider using bottled or boiled water for cleansing until the advisory is lifted.

Can the pools still be used?

Yes. If the "boil notice" last more than 8 hours the Director of Facilities and Grounds will need to evaluate the water condition(s) after that 8 hour period.

| | |
|-----------|---------|
| Original: | 2-18-10 |
| Reviewed: | 1-5-11 |
| Reviewed: | 1-9-12 |
| Reviewed: | 1-4-13 |
| Reviewed: | 2-6-14 |
| Reviewed: | 2-10-15 |

BUILDINGS AND GROUNDS PROCESSES

FREEPORT SCHOOL DISTRICT # 145

Processes # 510 EMERGENCY COMMUNICATIONS

Clarification: To insure that during a time of emergencies that every school has several options for emergency communications with "other" district agencies.

Processes: Until such times as the district has 100% interoperability via radio systems a number of options are available at all district schools for communications during times of emergencies. These options are (in no particular order) Hard line telephone, Cell phones and portable radios.

Each school has been provided with a number of 16 channel portable radios. Each radio is preloaded with various radio frequencies to the different schools and departments. Although the majority of pre-determined frequencies are limited in how far you can talk there are two frequencies in each 16 channel radio that are capable to provide city wide communications. In each 16 channel portable radio's those two frequencies are channel# 1 and channel # 4.

Channel #1 is the maintenance frequency and Channel #4 is the High School frequency. As long as these radios systems (maintenance and FJH) have electrical power you should be able to contact others for assistance. You may need to stand near a window or go outdoors when attempting communications on these two frequencies.

When using either one of these frequencies you **MUST** first turn the radio to either frequency, key the PTT (push to talk) button on the radio and wait 2 seconds before you talk. This delay allows the computer system in the radio to activate and deactivate. This sequence **MUST** be followed in both receiving and transmitting or the person you are trying to talk to will not be able to hear all of your transmission.

Original: 2-9-10
Reviewed: 1-5-11
Reviewed: 1-9-12
Reviewed: 1-10-13
Reviewed: 2-11-14
Reviewed: 2-10-15

BUILDINGS AND GROUNDS PROCESSES

FREEPORT SCHOOL DISTRICT # 145

Processes # 511 EMERGENCY GAS SHUT OFF TO BOILERS

Clarification: To insure that during a time of emergencies that everyone knows what the switch looks like and asks principals to familiarize their staff to the location of the switch



Processes: Push button in to stop natural gas flow to boiler(s).

Original: 7-13-10
Reviewed: 1-5-11
Reviewed: 1-9-12
Reviewed: 1-4-13
Reviewed: 2-11-14
Reviewed: 2-10-15

BUILDINGS AND GROUNDS PROCESSES

FREEPORT SCHOOL DISTRICT # 145

Processes # 512 FIRE ALARM BASICS

Clarification: To insure that staff has a general understanding of fire alarm systems.

Anytime a school has a fire drill they must contact someone from the Facilities and Grounds office to take the fire alarm "off line" at the monitoring company. ONLY someone from Facilities and Grounds has the authorization to take a building off line. Failure to contact the office to make this phone call will cause the fire department to respond to your drill.

Processes: Each school has a fire alarm system that is connected to a 24 hour a day monitoring company. The company monitors 3 separate alarms at each school. They monitor "zone 1" which sends them a signal that the fire alarm has been activated and the fire department needs to be dispatched. "Zone 2" alarms tell the monitoring company that an unknown problem has occurred in the fire alarm system and they need to make a follow up phone call to the maintenance department. "Troubles" need to be addressed and indicate that one or more device needs attention but do not stop your fire alarm from functioning in the rest of the building.

"Zone 3" alarms advise the alarm company that the boiler has failed or "flamed out". This alarm requires the monitoring company to have direct contact with a maintenance worker 24 hours a day. In schools with more than one boiler if the active boiler "flames out" the other boiler is to automatically start up. Because of the seriousness of having no heat in a building someone from Facilities and Grounds responds to a building with a "zone 3" alarm 24 hours a day, seven days a week to make sure the other boiler has fired properly.

The alarm company is never to NEVER to have direct contact with a school.

There are two types of fire alarm systems in schools. The most modern fire alarm systems are referred to as "addressable" systems. Addressable systems tell the building occupants the exact device and location that the alarm is coming from. The older systems are referred to as "Zoned" systems. Zoned systems are less exact and only advise the building occupants of the general "area" the alarm is in.



Fire panel closed



Center schools new fire panel with cover off

Each school has both a main fire panel and one or more annunciator panels in their schools. The main panel is where all the wiring comes into and the dialer system is located. The annunciator panel(s) is smaller panels that do not show as much data as the main fire panel. Annunciator panels are usually located somewhere near an entrance/foyer so the fire department can easily see where the fire alarm is coming from without having to go to the main panel which is most often located in a boiler room which is not as quickly accessed.



Fire annunciator panel

There are numerous ways a fire alarm can activate. Someone can manually pull the alarm located on a wall which is referred to as a "pull station". There also are smoke detectors in different locations (including inside duct work). There are heat detectors in areas where a smoke detector will not meet the area's use.



Pull station



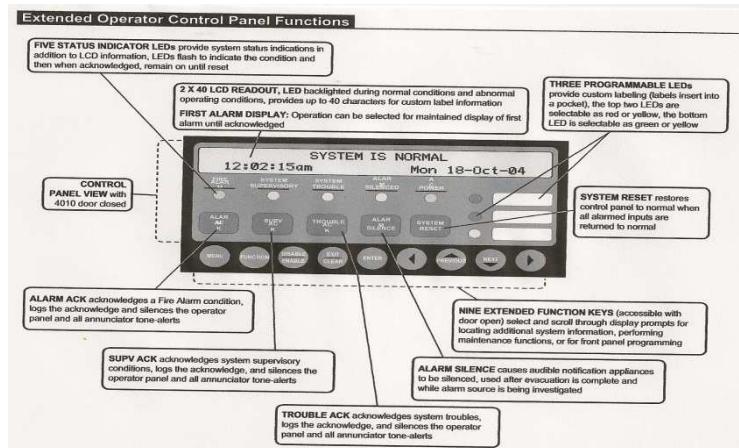
Sprinkler heads



Smoke Detector

There are also automated and manual systems over cooking equipment in the kitchens along with sprinkler systems in several schools. When activated any of the above listed devices will set off the fire alarm.

School administration and custodian's needs to look at the fire alarm panel daily, to make sure the panel LED states "normal". If the panel does not state "normal" then there is a problem with the alarm that needs immediate attention by either the administrator or the Facilities and Grounds department.



Fire Panel reading Normal



Horns and Strobe unit



Heat Detector

You will notice that some (not all) of the fire alarm devices in your school periodically flash or wink. This blinking is showing you that the device is working. Each time you see it flash that device is sending a signal back to the main fire panel indicating that that device is operational and it senses no fire.

If you have an alarm and you observed the LED light and not blinking that is an indication that the device that is not blinking is in alarm.

Everyone should be on the lookout for fire alarm devices with a cover over them like in the photo below. Those covers are used to block dust or dirt from getting in a detector when dusty work is being done in an area near the detector. Occasionally a vendor may forget to remove the cover after the work has been completed.



Smoke detector with and without a dust cover

If your fire alarm goes off and you are not sure why the alarm went off do not completely reset the fire alarm system. Acknowledge alarm and silence the alarm but do not reset the alarm. By not resetting the alarm the maintenance staff can see what area or device went off and then investigates why it went off.

If your school has magnetic door closures and the magnets are not working this is a good indicator that either the fire alarm has gone off when you were not present and that the system is still in alarm.

Also when the alarm goes off all the heating and ventilations systems automatically shut off and will not work until the fire alarm system is reset and the alarm system is back to "normal"

| | |
|-----------|---------|
| Original: | 11-1-10 |
| Reviewed: | 1-5-11 |
| Reviewed: | 1-9-12 |
| Reviewed: | 1-7-13 |
| Reviewed: | 2-11-14 |
| Reviewed: | 2-11-15 |

BUILDINGS AND GROUNDS PROCESSES

FREEPORT SCHOOL DISTRICT # 145

Processes # 513 VISITOR BADGES

Clarification: To insure our visitors, staff and student are protected at all times

Processes: **If your school has the School Gate Guardian system you may disregard this document.** Today's world requires more security than at any other time in our history. Access to our schools is no longer a right, but a privilege. Most daycare facilities in this country have better security than our public schools. Access into our schools must be controlled and knowing who is in our schools is mandatory. Further, building occupants must be able to clearly and quickly identify visitors who are in our schools.

We are going to establish a visitor management practice known as the "Credential Exchange". If a visitor wishes to enter the school (during the normal school day), they shall be greeted by a staff member who says something like, "Welcome to our safe school. In order to sign in as a visitor, you will need to provide a driver's license or state issued ID to receive a visitor's badge." If the person does not possess a driver's license, a "state ID" card is acceptable.

Anyone not willing to surrender their driver's license or state ID card should not be allowed into the school. Anyone claiming they don't have either a driver's license or a state ID card shall be referred to the building principal. It is the building principal's decision if the person with no form of ID shall be allowed into the school. If the principal allows this person into the school, the principal is solely responsible for that person's actions.

It is recommended that this request for credential exchange be made at the main entrance of every school,

preferably in a locked vestibule (where applicable) before the visitor is permitted access to the school. Visitors shall not be allowed to sign themselves in to the visitors' log, but should be signed in by a school employee. This allows the school employee to visually verify the visitor's identity and, many times, the visitor's handwriting is not legible anyway.

Next, visitors shall be given a florescent orange badge that hangs on an orange lanyard around the neck. Each ID badge should be numbered by the school in order to keep track of all badges. These lanyards will be providing to each school by the Facilities and Grounds Department and are the only "visitor" badges that may be used in the district. Schools will discontinue the use any other visitor stickers or badges, including the ones that expire after a period of time.



The person issuing the "visitor" badge shall enter the visitor's data into the log book, (that is also provided by the Facilities and Grounds Department.) Finally, the driver's license (or state ID) should be safely stored until the visitor completes his/her business and a reverse exchange can take place.

| | |
|-----------|---------|
| Original: | 1-1-11 |
| Reviewed: | 1-9-12 |
| Reviewed: | 1-11-13 |
| Revised: | 6-24-14 |
| Reviewed: | 2-11-15 |

BUILDINGS AND GROUNDS PROCESSES

FREEPORT SCHOOL DISTRICT # 145

Processes # 514 SCHOOL GATE GUARDIAN

Clarification: To insure our visitors, staff and student are protected at all times

Processes: Below are my notes (nothing official) from the training session held last Friday for the FHS security staff:

School Gate Guardian notes:

(<http://www.schoolgateguardian.com/default.aspx>)

Operation is quite forward and fairly simple. A general understanding of computers will be needed to operate the system and typing skills will be necessary. The biggest issues I see is that there are some variables that need to be setup in the system that will take us a little time to figure out and then some required adjustments after implementation to meet the district and visitor's needs.



You can either scan one of several types of ID's through the system or manually enter someone's data. Someone that clears the background check receives a badge from start to finish (using DL) in less than 30 seconds.

Pulling a previous visitor from a preexisting list generates a badge in less than 20 seconds and someone who is a reoccurring visitor with a tag issued by the district will receive a badge in less than 10 seconds. My badge says "stop or void" on it because it has expired and is no longer valid.

If we get a "hit" from the sex offenders web site the computer will show us that persons photo from the sex offender web site and the photo from their DL to make sure we have the right person (false/positives). If we get a hit on

someone with one click we can see that person's home address in relation to the distance from the school on a map.

Once in our data base we can add notes and comments to someone's record in the event there are custody issues, etc.

The district will need to decide who (we need numerous staff) to be automatically notified (text \email) when a sex offender is at the desk. This notification cannot be just one person because that person could be absent, ill, in a DLT meeting (all principals out of building).

The system also has a panic button on it. If there is an irate person at the desk or someone who is much more of a threat the operator can easily click one button and it will text and email a pre-determined group of employees for assistance. You can also add a note to this such as "help", "man with a gun", etc.

The software will instantly tell you how many people are currently in the building. It will also look up past history by date and or time. Showing the visitors name and photos which again, could be helpful in a crime situation.

The software can also track volunteers and their hours. When expanded to the other schools the software will share data between the schools. The tags that we would give to reoccurring visitors will also work at multiple schools. The tag can also be canceled at any time by us or again notes can be added to the file by us.

The software can also issue and generate tardy slips saving staff from hand writing them. When we did the on line demo last year the middle schools were very interested in this feature.

We suggest that the school runs a report at the end of their work day to see who is still in the school according to the software. The expectation is that if you check someone into the school you are required to check them back out. Monthly reports on SGG data are ran and reviewed.



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Getting Started with School Gate Guardian

Section 1- LOG-IN

Double Click on the SGG Logo/Shortcut on your desktop.
If the Login window does not appear, your account is setup to
log you in automatically with your Windows login. It will take
you directly to the Main screen.



If the Login Window does open as shown above:
Enter your customized User name and Password and click the
Log in button. The Main screen will open and display.

Section 2- THE MAIN SCREEN

Visitor Information Tab - This section displays information about your visitor.
There are 3 required fields: **First Name**, **Last Name**, and **DOB (date-of-birth)**
These fields are required to save the visitor information and picture into the
database and to begin the background checks. They are denoted in **red**
(as shown below). It is very important to verify the Date of Birth (DOB) and
spelling of the first and last names are correct.

Required Fields

The Visitor Information section contains fields for First Name, Last Name, and DOB. There are also buttons for View Camera and Take Picture.

The Family ID field is also located here in the Visitor Information area.

This is assigned per Family and includes students and their family members. It provides the ability to generate reports specific per Family.

Visit Information - This section is located on the upper right of the Main Screen. The Visitor ID automatically populates when the Visitor is pulled up. This section has 2 required fields for badge printing purposes: **Visit Person** and **Visit Location** (denoted in red). The Microsoft **IntelliType** feature is

active in the **Visit Person** and **Visit**

Location fields. **IntelliType** automatically creates a list of the locations and people you type into these fields. You will find these entries in the menu (demonstrated in the screenshot). This makes selection quick and efficient.

Visitor Notes box is available for any documentation or comments you want to add. Click and type to enter data there.

You will also notice the **QUICK ALERT** button. If there is an issue with a visitor, select the appropriate

The SchoolGate Guardian Visit Information screen shows fields for Visitor ID (6), Visit Person (Mrs. Jones), Visit Location (Mrs. Jones), and Volunteer Visit (checkbox checked). A red arrow points to the Visit Person dropdown. Another red arrow points to the Volunteer Visit checkbox. The Visitor Notes box contains "assist in classroom". A red arrow points to the QUICK ALERT button.

The Visitor Notes section shows fields for Date of Birth (1/1/1978), Address, City (LEWISTOWN), and Family ID (2). A red arrow points to the Family ID field. Other fields include Approved Date and Volunteer Approved.

alert from the drop down menu (directly above the Quick Alert button), and click the **QUICK ALERT** button. This will **immediately** send **email** and **text messages** out to key district personnel, and quickly provides awareness of the issue at hand.

The quick alert selections in the drop down menu are configured in the administrative side of **School Gate Guardian**. Email and Text addresses are also configured on the administrative side.



Task Bar - This section is located on the right side of the **School Gate Guardian** Main Screen and is a vertical column.

Function Keys:

Verify and Save – This dates and time stamps the visit. It also launches the background checks.

Print Badge - Prints the badge only active after **Verify and Save** is complete, key tag is scanned, or Visitor Search performed.

Log-In No Badge - Log in a visitor with no badge. Often used when Administration Bldg. requires login but no badge is needed.

Faculty Staff Login – Allows Faculty and Staff to Log-in. Requires the Visitor Type Faculty or Staff be selected.

Log Out Visitor - To log out a Visitor.

Clear Form - This function clears the current visitor information.

Kiosk Exception - Receptionist checks to determine to clear or Check in a visitor.

Exit - Closes the School Gate Guardian program.

Section 3- SCANNING IN YOUR FIRST VISITOR

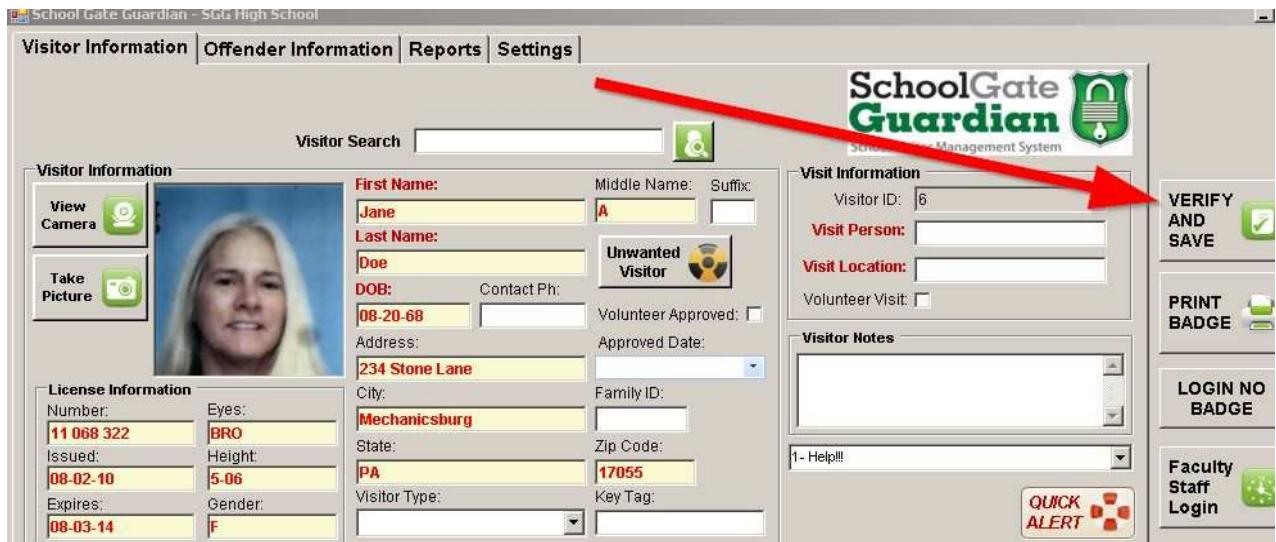
Below shows the Main Screen after scanning a Visitor's photo ID.

Make sure to **verify** that the **First Name, Last Name and Date of Birth (DOB)** are **accurate**.

Notice the fields are **red**, this means the data was gathered by scanning the front of the photo ID like an OCR reader, instead of gathering the data by reading the barcode on the ID. The data is usually more accurate when acquired through reading the barcode. You can turn the photo ID and scan it again to acquire a more accurate reading. You are able to make corrections manually also.

After verifying all data is accurate, **always** click the **Verify and Save** button, located in the upper right hand corner. This performs several checks simultaneously.

Examples **a, b, c** below – refer to screenshots demonstrating the checks



that are completed during this process.

- a.** Checks to see if your visitor is already in the database.
This is the window showing you the visitor does exist in the visitor database. To **Select** the **Visitor** click on the line where the Visitor information is displayed, then Click '**Select This Person**' button.

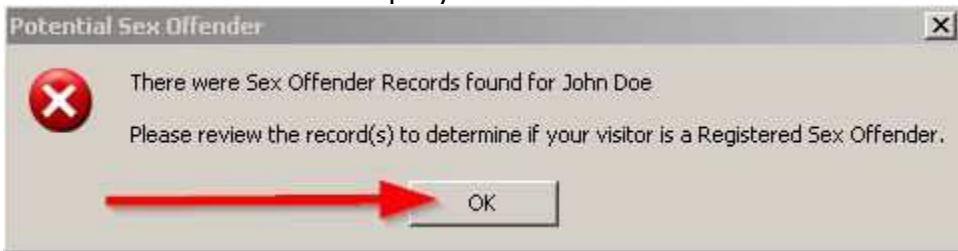
School Gate Guardian - Existing Visitor

The person you scanned/entered may already be in the database. Below are potential matches. If the person exists below, Please select them from the list and click the 'Select This Person' button below. If the person does not exist, please click the 'Person Not in List' button.

| visitorid | drivelicno | firstname | middlename | lastname | dob | address | city | state | zipcode | photo |
|-----------|------------|-----------|------------|----------|----------|-------------|---------------|-------|---------|----------------|
| 2 | 11 222 000 | John | | Doe | 1/1/1966 | 123 Main St | Mechanicsburg | PA | 17050 | C:\SGG\Photos\ |
| 5 | | John | | Smith | 2/5/1972 | | | | | C:\SGG\Photos\ |

Select This Person **Person Not in List** **Processing**

- b. The second check compares your visitor's identity to a database of over 750,000 registered sex offenders. You must acknowledge this pop-up. After you click 'OK' you will automatically be directed to the **Offender Tab** to see the results of the query.



The **Offender Information** is displayed. Note the **Arrow Buttons** to navigate page to page. Also note the **Map Offender Button**.

Beside each **photo** the following **Information** is provided: Name, Date of Birth (DOB), Age, Eye, Hair color, Height, Weight, Race, Sex, and Address. Notice Your Visitor is on the **Right**.

Navigation arrows to page through when more than 1 page is available.

Map Offender - provides Offender's Physical Address

Compare Photos and Information

| Sex Offender Information | | Visitor Information | |
|--------------------------|---|---------------------|--|
| | <p>OffenderID: NV1000214634 Name: LUKE, JESSE FirstName: JESSE MiddleName: LastName: LUKE</p> <p>Age: 48 Eye: HAZEL Hair: RED OR AUBURN Height: 508 Weight: 180 Race: WHITE Sex: M AddressType:</p> | | <p>VisitorID: 2 Name: John Doe Firstname: John Middlename: Lastname: Doe Suffix: DOB: 1/1/1966 Eyes: brw Hair: Height: 5-08 Weight: Race: Sex: M Street1: 123 Main St Street2:</p> |

Remember this is always considered a '**potential positive**', until you **thoroughly review** the returned information.

This page accommodates for a side by side comparison of your visitor and the actual sex offender that matches their identity. You can compare the photographs and vital information like height, weight, and eye color.

When there are multiple matches you can page through the potential matches, carefully comparing each one to your visitor.
The area shown below is located right under the Registered Sex Offender Photo.

The screenshot shows a computer interface for viewing sex offender information. It includes three tables:

- Markings:** Shows physical identifying marks. One entry is NV1000214634, BACK - VIKING MURAL.
- Charges:** Shows convictions. One entry is NV1000214634, SEXUAL ASSAULT--CARNAL INTERCOURSE, dated 9/20/1984.
- Aliases:** Shows different names used by the offender. Three entries are listed: LUKE, JESSE ORNELIUS JR; LUKE, JESSE C; and LUKE, JESSE C JR.

A large red arrow points from the text above to the 'SEND ALERTS!!' button at the bottom right of the screen.

It contains: Identifying **Markings** the sex offender has such as scars, tattoos, or other identifying marks, and also the physical location of the markings, for example a tattoo located on the neck, arm or back. This is very useful in determining whether or not they are a positive match.

The **Charges** they received display directly below the **Markings** section. This provides a general description of the crime and the conviction date.

They may have used **Aliases** in the past or are currently using one. **Aliases** could be different forms of their name, a nickname or a completely different name. This section identifies and lists the aliases the Registered Sex Offender used in the past and could be using again.

You can also click the '**Map Offender**' button to launch an interactive map of the actual sex offenders current registered address.

All of this information combined should help you determine if, in fact, your visitor is a positive match.

When you are positive you have a perfect match, you can click the '**Send Alert**' button (lower right hand corner). This will immediately send a **text message** and/or an **e-mail alert** to key district personnel, alerting them there is a registered sex offender in your lobby.

Sex Offender Information

Markings:

| OffenderID | Marking |
|--------------|----------------------|
| NV1000214634 | BACK - VIKING MURAL |
| NV1000214634 | NECK - CELT NECKLACE |
| NV1000214634 | BACK - VIKING |

Charges:

| OffenderID | Charge | ConvictionAge | ConvictionDate | VictimSex | Victim |
|--------------|------------------------------------|---------------|-----------------------|-----------|--------|
| NV1000214634 | SEXUAL ASSAULT--CARNAL INTERCOURSE | | 9/20/1984 12:00:00 AM | | |
| | | | | | |

Aliases:

| OffenderID | Name | FirstName | MiddleName | LastName | Suffix |
|--------------|-------------------------|-----------|------------|----------|--------|
| NV1000214634 | LUKE, JESSE ORNELIUS JR | JESSE | ORNELIUS | LUKE | JR |
| NV1000214634 | LUKE, JESSE C | JESSE | C | LUKE | |
| NV1000214634 | LUKE, JESSE C JR | JESSE | C | LUKE | JR |

↓

SEND ALERTS!!


- c. Searches the local database for visitors with **unwanted warnings** attached to their identities. This could be a custody issue, restraining order, limited visitation, or any other customizable reason or category to alert you and your staff of an unwanted visitor. The window below automatically opens.

School Gate Guardian - Unwanted Visitor

John Doe

| ID | Category | Description |
|----|------------|---------------|
| 2 | visitation | No Visitation |

School Gate Guardian also Dates & Time stamps the visitor record and archives it in the database. This occurs automatically every time.

FACULTY AND STAFF LOGIN

- Pull up Visitor - **Visitor Type** Field

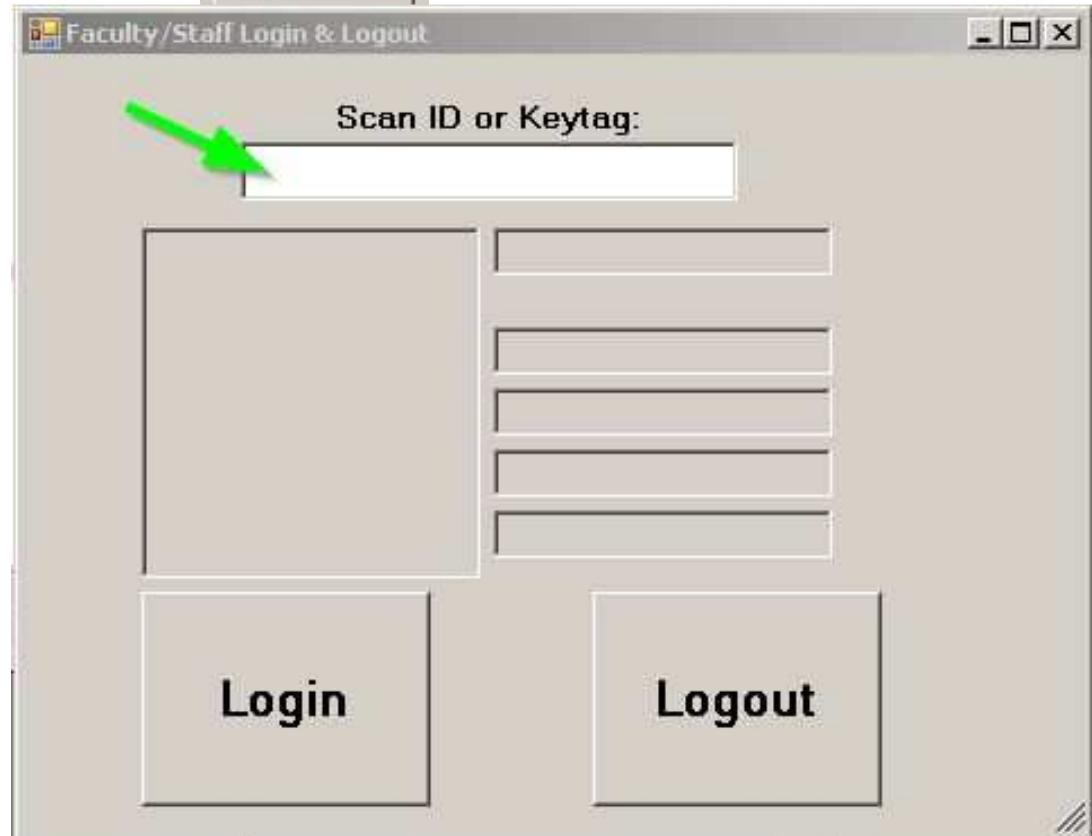
is **required** for
Staff Log In.



Faculty and

- Click **Faculty Staff Login** (located on task bar).

- Click in **Scan ID or Key Tag**.



- Click **Login** to log Faculty/Staff in, or **Logout** to log them out.
(Screenshot below shows window after scanning of Key Tag)



Scanning the Key Tag populated Key Tag #, the date and time of login, Visitor Type, Visitor ID, Visitor Name and their Birth Date.

School Gate Guardian's Volunteer feature provides management for Volunteer hours, logging Volunteers in and out, and includes the Volunteer Approval Dates. The **Visit Person** and **Visit Location** is required, and is associated to each Volunteer. This Volunteer Approved Option can be activated or deactivated in the administrative settings.

| | |
|--------------------------|-------------------------------------|
| Visit Information | |
| Visitor ID: | New |
| Visit Person: | <input type="text"/> |
| Visit Location: | <input type="text"/> |
| Volunteer Visit: | <input checked="" type="checkbox"/> |
| Visitor Notes | |
| <input type="text"/> | |

You can also log and record Volunteer Hours when the Volunteer Approved Option is disabled. This requires **Visit Person** and **Visit Location** to be completed and also the **Volunteer Visit Box** to be checked.

First Name: Jane Middle Name: A Suffix:

Last Name: Doe

Unwanted Visitor

DOB: 8/20/1968 Contact Ph:

Volunteer Approved:

Address: 234 Stone Lane Approved Date: Tuesday, April 30, 20

City: Mechanicsburg Family ID:

State: PA Zip Code: 17055

Visitor Type: Key Tag: 0018417

Visit Information

Visitor ID: 6

Visit Person: Miss Poe

Visit Location: Room 301

Volunteer Visit:

Visitor Notes

assist in classroom

1- Help!!!

QUICK ALERT

Some Schools use the Volunteer Approved Option. When it is enabled, the **Visitor Type** is required and volunteer must be selected. You must place a check mark in the **Volunteer Approved Box**, **Volunteer Visit Box** and **Visit Person** and **Visit Location** are also required.

The **Approved Date** is the date the visitor was approved to Volunteer, and it is not required. The **Visitor Notes** field is not required. However, it does provide a convenient area for notations you may want to add.

How to Log in a Volunteer, if Volunteer Approved is enabled

1. Pull up Visitor or Click in Key Tag Field & Scan Key Tag.
(note - Visitor ID field is automatically populated)
2. a. Required - Ensure **Volunteer Approved** Box is checked.
a. Required - **Visitor Type** field must have **Volunteer** populated.
3. Required - Check the **Volunteer Visit** Box.
4. Required - Complete the **Visit Person** & **Visit Location** fields.
5. Click **Verify and Save** Button.

Log In No Badge

To log a visitor in without printing a badge:

Middle Name: Suffix:

Unwanted Visitor

Volunteer Approved:

Address: 123 Main St Approved Date: Tuesday, April 30, 20

City: Mechanicsburg Family ID:

State: PA Zip Code: 17055

Visitor Type: Key Tag:

Visit Information

Visitor ID: 2

Visit Person: Mrs. Jones

Visit Location: Office

Volunteer Visit:

Visitor Notes

Approved Date and Visitor Notes are not required. They are available to use when needed.

1- Help!!!

1. Pull **Visitor** Up.
2. Complete **Visit Person** and **Visit Location**.
3. Select **Log In No Badge** on Task Bar.

The Visitor is now logged in and recorded in School Gate Guardian.

You may verify this under the Previous Visits tab.



Log Out Visitor

Log Out Visitor:

- 1 Pull **Visitor** Up
2. Click **LogOut Visitor** (taskbar)
3. **Click in white area** and scan Visitor Badge Barcode.
4. Click **Sign Out** button.

To manually log out a visitor:

1. Pull **Visitor** Up
2. Click **LogOut Visitor** (taskbar)

3. Select **Manual Logout**
4. **Click on Line to Select Visitor (as shown below)**
 5. Click **Logout Visitor**
 6. Visitor is successfully logged out.



You may also click Logout Visitor & Log Approved Pickup, which would return you back to the Main Screen and Open Approved Pick Up. There you will Select student who is being picked up and Click Log Approved Pick Up.

Section 4- MANUAL ENTRY OF A VISITOR

In the event a visitor comes to your school with no proper form of Identification you can enter them into the system manually. We **highly recommend** you take a webcam photograph of your visitor. Once the required fields have been entered correctly and a webcam

Logout Visitor

| | VisitID | visitorid | FirstName | LastName | VisitStart | Person | Location |
|---|---------|-----------|-----------|----------|------------------|--------|----------|
| ▶ | 37 | 6 | Jane | Doe | 5/8/2013 1:28 PM | Chris | Office |

photograph has been captured, click the **Verify and Save** button to launch the background checks, and create the visitor record.

Section 5- USING THE QUICK SEARCH FEATURE

The **Quick Search** feature is the efficient tool of choice when a visitor enters your school and is already in the database; due to previous visits at your school, or visits to any of the schools in the district.

Enter the first few letters of the last name OR first name in the **Visitor Search** field, press **Enter**, or Click the **Green Search button** to perform a **Quick Search**.



You may enter the whole last name or more than a few letters if you prefer.

A common last name like 'Smith' may provide multiple matches.

School Gate Guardian will automatically display the first names alphabetically followed by the last name, to expedite an exact match quickly (i.e. Marie A. Smith).

A screenshot of a software application window titled "Visitor Information". The window contains several tabs: "Visitor Information", "Offender Information", "Reports", and "Settings". On the left, there is a sidebar with buttons for "View Camera" and "Take Picture", and a "Photo Area" where a woman's face is displayed. To the right, there is a search bar with the letter "J" and a list of results. A large green box highlights four steps: "1. Click View Camera", "2. Live Image Appears", "3. Align Visitor in Photo Area", and "4. Click Take Picture". Another green box on the right contains text about required fields: "The 3 Fields denoted in RED are REQUIRED to perform a proper background check. It is crucial that the spelling and DOB be entered CORRECTLY. The DOB can be delineated by a dash, forward slash or hyphen, but must be formatted month/day/year". Red arrows point from the numbered steps to the "View Camera" button, the "Take Picture" button, the "Photo Area", and the "DOB" field respectively.

The **Existing Visitor** window displays the search results, when the visitor is in database.

Once you have determined an exact match **click on the line** of the correct Visitor, and then Click **Select This Person**.

Select Visitor

The person you scanned/entered may already be in the database. Below are potential matches. If the person exists below, Please select them from the list and click the 'Select This Person' button below. If the person does not exist, please click the 'Person Not in List' button.

| visitorid | driverlicno | firstname | middlename | lastname | dob | address | city | state | zipcode | photo |
|-----------|-------------|-----------|------------|----------|-----------|----------------|---------------|-------|---------|------------|
| 6 | 11 068 322 | Jane | A | Doe | 8/20/1968 | 234 Stone Lane | Mechanicsburg | PA | 17055 | C:\SGG\Pho |
| 2 | 11 222 888 | John | | Doe | 1/1/1965 | 123 Main St | Mechanicsburg | PA | 17055 | C:\SGG\Pho |
| 4 | | June | | Doe | 1/2/1988 | | | | | C:\SGG\Pho |
| 7 | | Jim | | Johnson | 1/1/1975 | | | | | C:\SGG\Pho |
| 5 | | | | | | | | | | C:\SGG\Pho |

Once you have determined an exact match click the Select This Person button, then proceed with the badging process.

Select This Person **Person Not in List** **Exit and Stop Processing**

This will return you immediately back to the Main Screen with all of the Visitor's Information fields populated.

Section 6- ISSUING A FREQUENT VISITOR KEY TAG

Scanning a Key Tag is the fastest way to check a visitor in.

School Gate Guardian - SGG High School

Visitor Information | Offender Information | Reports | Settings |

Visitor Search J

Visitor Information

First Name: Jane **Middle Name:** A **Suffix:**

Last Name: Doe **Unwanted Visitor:**

DOB: 8/20/1968 **Contact Ph:** **Volunteer Approved:** **Approved Date:**

Address: 234 Stone Lane **City:** Mechanicsburg **Family ID:**

State: PA **Zip Code:** 17055 **Key Tag:**

License Information

| | |
|---------------------------|---------------------|
| Number: 11 068 322 | Eyes: BRO |
| Issued: 8/2/2010 | Height: 5-06 |
| Expires: 8/3/2014 | Gender: F |

Visitor Type:

To issue a new Key Tag:

1. Pull up Visitor.
2. Click in Key Tag Field (shown above).

- 3. Use Barcode Scanner to scan new Key Tag.**
- 4. Key Tag saved for 'visitor name' will appear, click OK.**

4. Key



Tag field will automatically populate with the key tag #.

7. SCANNING IN A VISITOR WITH A KEY TAG

1. Click in the **Key Tag** field.
2. **Scan Key Tag** using barcode scanner.
3. The person assigned to the Key Tag will be displayed and the key tag field will be populated.
 - a. All appropriate background checks will be performed.

| | |
|--|---|
| Visitor Information | |
| <input type="button" value="View Camera"/>  <input type="button" value="Take Picture"/>  | First Name: Jane Middle Name: A Suffix: Last Name: Doe Unwanted Visitor:  DOB: 8/20/1968 Contact Ph: <input type="checkbox"/> Volunteer Approved: Address: 234 State Lane Approved Date: City: Mechanicsburg Family ID: State: PA Zip Code: 17055 Visitor Type: <input type="button" value="▼"/> Key Tag: 0018417 |
| License Information | |
| Number: 11 068 322 Eyes: BRO Issued: 8/2/2010 Height: 5-06 Expires: 8/3/2014 Gender: F | |

4. Enter **Visit Person** and **Visit Location**

| | |
|---|--|
| Visit Information | |
| Visitor ID: New | |
| Visit Person: | |
| Visit Location: | |
| Volunteer Visit: <input type="checkbox"/> | |

(This area is located to the right of the above area)

8. Click **Verify and Save or LogIn No Badge.**

Key Tag:
0018417

9. REASSIGN KEY TAG TO ANOTHER VISITOR

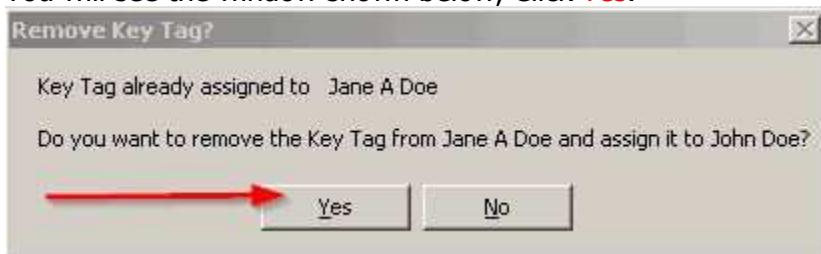
If a Key Tag is incorrectly assigned to a Visitor the following Steps will correctly assign the correct Key Tag number.

1. Pull up **Visitor**
2. Click in the **Key Tag** field



3. Scan the correct **Key Tag** with barcode scanner

You will see the window shown below, Click **Yes**.



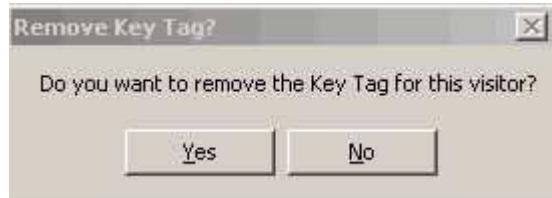
Remove an Existing Key Tag

Possible reasons an existing Key Tag may need to be removed.

- a. Visitor may move out of school district and no longer needs the key tag.
- b. Key Tag could become damaged and a new one needs to be issued to Visitor.

Remove the existing Key Tag associated with the visitor:

1. Pull up **Visitor**
2. Click in **Key Tag** field
3. Press **Enter**
4. Click **Yes**



5. Click **OK**.



9. CREATE AN UNWANTED VISITOR RECORD

First Name: Middle Name: Suffix:

Last Name: **Unwanted Visitor**

DOB: Contact Ph:
Volunteer Approved:

Address: Approved Date:

School Gate Guardian - Unwanted Visitor

Jim Johnson

Category:

Description:

**1. Pull up Visitor
2. Select Unwanted Visitor Button
3. Select Add New Record Button
4. Select or type a Category
5. Add Description
6. Save and Close**

Save Add New Record Close

Adding Unwanted Visitor:

1. Pull up Visitor
2. Select Unwanted Visitor Button
3. Select Add New Record Button
4. Select or Type a Category
5. Add Description
6. Save and Close

Section 10 – STUDENT FEATURES & PREVIOUS VISITS

Student Information - This section is located in the lower section of the Main screen. Below are the Tabs which pertain to the **Student Information Section** and

Previous Visits. This provides great organization, management and accessibility to a wealth of information. You can easily navigate to each **Tab** with one click, and accomplish many tasks efficiently!

- 1. Approved Pickup**
- 2. Tardy/Early Dismissal**
- 3. Student Check-In**
- 4. Previous Visits.**

| firstname | middleinitial | lastname | relationship | phone |
|-----------|---------------|----------|--------------|-----------|
| Jack | | Jones | Father | 555-444-4 |
| Jennnifer | | Jones | Mother | 555-444-3 |

Function Key
Student Information Area
and Previous Visits

Log Approved Pickup & Print Badge
Log Approved Pickup
Remove Pickup From List

If picking up more than one child, select the name from the list and click the 'Add Pickup to List' button.

Select a Student:
 Jones, Amy

Enter/Scan a Student ID or Key Tag:

Student Notes:
 Father has limited Custody

Remove Pickup From List
Add Pickup To List

If picking up more than one child, select the name from the list and click the 'Add Pickup to List' button.

Jones, Amy
 Jenkins, Mike
 Alexander, Scott
 Stuck, Janelle
 Smith, John
 Paul, Zachary

The features included here provide information concerning approved guardian (pickup) lists, a list of students who were picked up, tracking tardy students, early dismissals, student check-in and previous visits by visitors.

ADDING and REMOVING MULTIPLE STUDENTS in One Step

When a Visitor is picking up multiple students, you can add multiple students, as seen below, and process **one** Approved Pickup. This is a great time saving feature.

To ADD – After pulling up the visitor, simply add all students into the Window. (as shown below)

Using the **Add Pickup to List Button**. There are a few ways to Select Students:

1. Select Students from List Drop down Menu - **Add Pickup To List Button**
2. Click in the Key Tag Field & Scan Key Tag – **Click Add Pickup To List Button**
3. Enter Student ID in the Key Tag Field – **Click Add Pickup To List Button**

To REMOVE – simply click on the Student(s) you wish to remove and **Click**

Remove Pickup From List Button. The Example shows five students selected (highlighted in blue when selected).



We will use the **Log Approved Pickup**, which is the 2nd Function button. This will create a record in the database, which includes time, date, who picked up the student, and the student's name. This information is available to access anytime under the Previous Visits tab.

Steps to Log Approved Pickup:

1. Visitor must be pulled up
2. Select Approved Pickup Tab
3. Visit Person and Visit Location complete (if needed)
4. Select Student or Multiple Students at once
5. Click Log Approved Pickup

The Window below will display, showing the Pickup has been logged.



Example of Multiple Student Pick up



APPROVED PICKUP TAB VIEW

The screenshot shows the 'Approved Pickup' tab selected in a software interface. The 'Approved Person List' table includes columns for firstname, middlename, lastname, relationship, and phone. A red arrow points to the 'Herman' row. The 'Function Keys' section contains four buttons: 'Log Approved Pickup & Print Badge', 'Log Approved Pickup', 'Remove Pickup From List', and 'Add Pickup To List'. Red arrows point from the 'Select Student' dropdown and the 'Enter/Scan a Student ID or Key Tag' input field to the 'Select Student Area' button. The 'Select Student Area' button is highlighted with a green box.

| | firstname | middlename | lastname | relationship | phone |
|---|---------------|------------|----------|--------------|-----------|
| | Patricia | | Stuck | Grandmother | 555-888-8 |
| ▶ | Herman | | Stuck | Father | 555-123-1 |

If picking up more than one child, select the name from the list and click the 'Add Pickup to List' button.

Alexander, Scott
Jenkins, Mike
Stuck, Janelle

Approved Person List Function Keys

Select a Student:

Stuck, Janelle

Enter/Scan a Student ID or Key Tag:

Student Notes:

Select Student Area

The **Approved Pickup** tab allows you to quickly Log a Student who was Picked up, and Print a Badge if needed. Normally printing a badge is not necessary, as the Visitor will not be going into the school.

Red lettering with a yellow background in the Approved Person area and in Student Notes, alerts you to restrictions or special conditions concerning the visitor and picking up a student. (examples below)

It is critical to fully look at all contact notes, to ensure a student is not released to a visitor who is NOT approved.

The screenshot shows the 'Approved Pickup' tab selected. The table rows have red text highlighting specific information: 'Jack Jones Father 555-444-4' and 'Jennnifer Jones Mother 555-444-3'.

| | firstname | middlename | lastname | relationship | phone |
|---|------------------|------------|--------------|---------------|------------------|
| ▶ | Jack | | Jones | Father | 555-444-4 |
| | Jennnifer | | Jones | Mother | 555-444-3 |

You will want to scroll over to read the full contact notes as shown below.

Approved Pickup | Tardy/Early Dismissal | Student Check-in | F

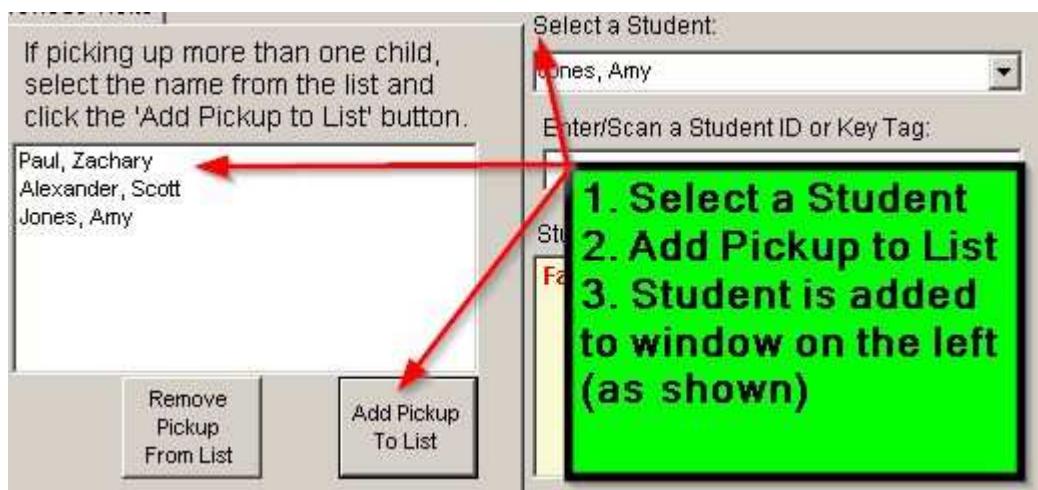
| | contactnotes |
|---|--|
| ▶ | Has Limited Custody - can only pickup Monday's and Friday's |
| | Has Full Custody |

On the right side of School Gate Guardian, you will also see the Student notes area in light yellow and red lettering.



To Add a Student to the Pickup List:

1. Pull Visitor Up
2. Select Approved Pickup Tab
3. Select Student or Multiple Students
4. Click Add Pickup To List

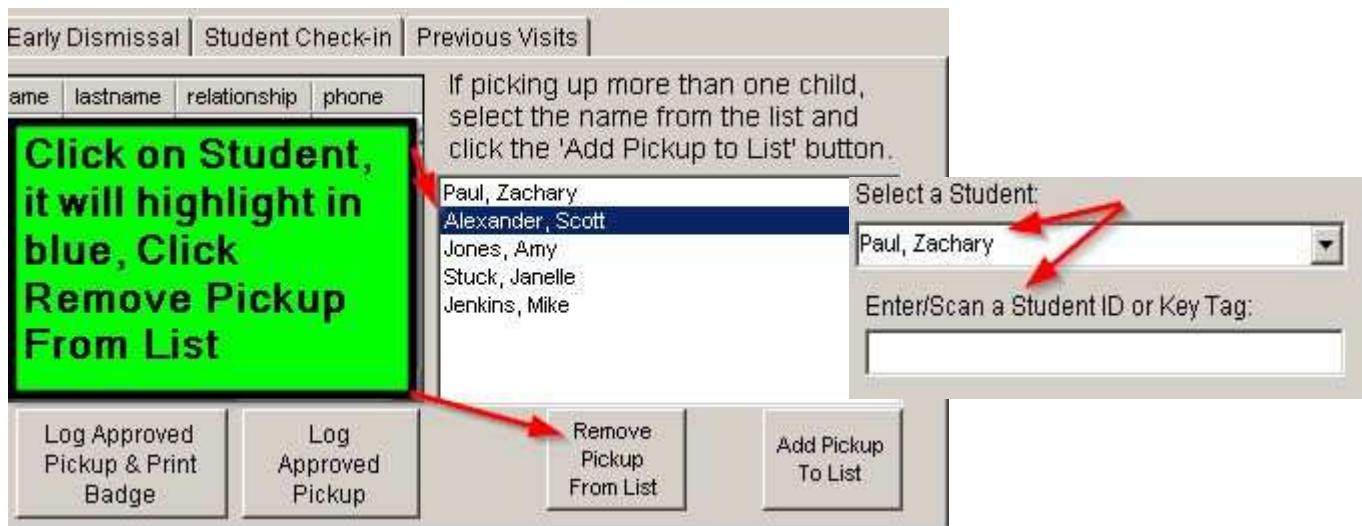


How to Remove a Student from the Pickup List

(student is added In-error to the List of Students)

Use the Remove Pickup from List Function Button.

1. Pull Visitor Up
2. Select Approved Pickup Tab
3. Select the correct Student or Multiple Students by clicking on their name, it will highlight the name to be removed in blue.
4. Click the Remove Pickup from List Button



TARDY/EARLY DISMISSAL TAB VIEW

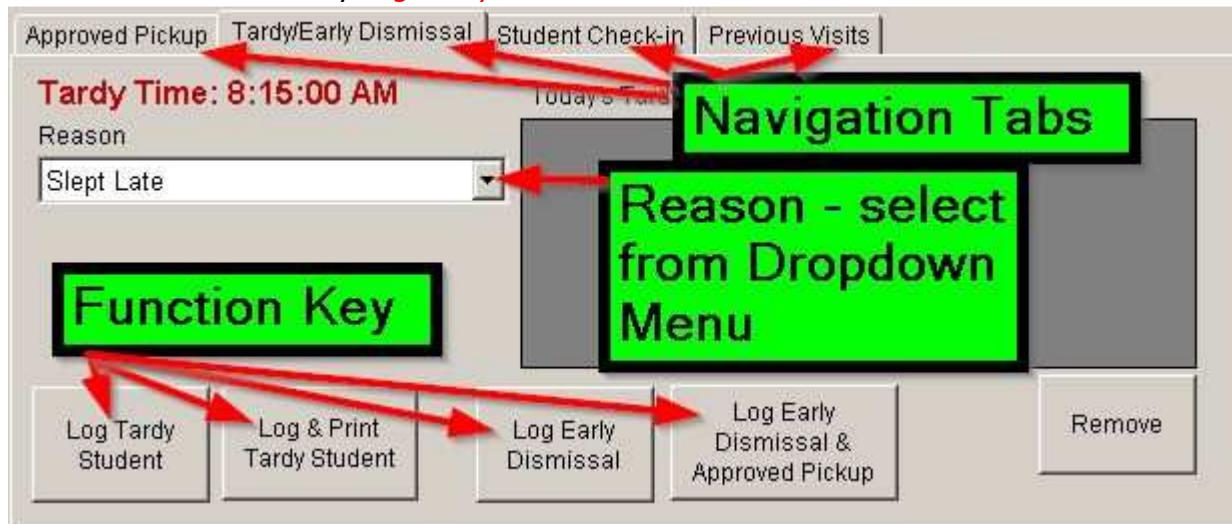
Another great feature is the ability to log tardy students, print the tardy slip immediately, and the student is on their way to the classroom within seconds! The Tardy Slip contains The Date, Exact Time they were logged into school, Student Name, Student ID, Reason for tardiness, and 'Kindly Admit Pupil to Class' clearly printed on the slip.

The **Tardy Time** is specific and set for your school and displays in **red**.

To Log Tardy Student:

1. Select Tardy/Early Dismissal Tab
2. Enter Student ID, Scan Key Tag, or Enter Student Name Drop Down Menu.
3. Select Reason the Student is Tardy

4. Click the first Function Key **Log Tardy Student**

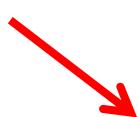


To Log and Print Tardy Student:

1. Select **Tardy/Early Dismissal** (tab)
2. Enter **Student ID**, **Scan Key Tag**, or **Enter Student Name** Drop Down Menu.
3. Select **Reason** from Drop Down Menu.
4. Click Function Key **Log & Print Tardy Student**. If a Tardy Slip is not needed, Click **Log Tardy Student**.
5. The Window below will display and the Tardy Slip will print.



Example - Today's Tardy Early Dismissals



Window

Approved Pickup | Tardy/Early Dismissal | Student Check-in | Previous Visits

Tardy Time: 8:15:00 AM

Reason

Bereavement

Log Tardy

Log Tardy
Student

Log & Print
Tardy Student

Today's Tardy/Early Dismissals

| | Name | Date | Reason |
|---|--------------|----------------------|-------------|
| | John Smith | 5/9/2013 11:42:04 AM | Slept Late |
| | Mike Jenkins | 5/9/2013 11:41:54 AM | Bereavement |
| ► | Zachary Paul | 5/9/2013 11:40:45 AM | Missed Bus |

Log Early
Dismissal &
Approved Pickup

Remove

To Log an Early Dismissal:

1. Click **Tardy/Early Dismissal** tab
2. Select a **Student**, **Scan Key Tag** or Enter **Student ID**
3. Select **Reason**
4. Click **Log Early Dismissal Function button**

Approved Pickup | Tardy/Early Dismissal | Student Check-in | Previous Visits

Tardy Time: 8:15:00 AM

Reason

Dr.'s Appointment

**Select Student,
Select Reason and
Log Early Dismissal**

Log Tardy
Student

Log & Print
Tardy Student

Today's Tardy/Early Dismissals

| | Name | Date | Reason |
|---|--------------|----------------------|-----------------|
| ► | Mike Jenkins | 5/9/2013 11:45:08 AM | Dr.'s Appointme |
| | John Smith | 5/9/2013 11:42:04 AM | Slept Late |
| | Mike Jenkins | 5/9/2013 11:41:54 AM | Bereavement |
| | Zachary Paul | 5/9/2013 11:40:45 AM | Missed Bus |

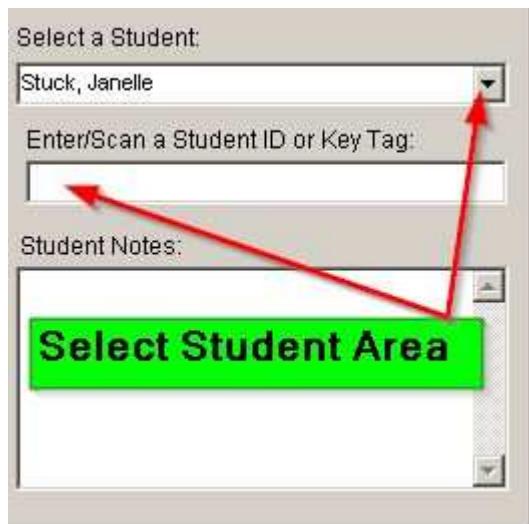
Log Early
Dismissal

Log Early
Dismissal &
Approved Pickup

Remove

Log Early Dismissal & Approved Pickup

1. Pull Visitor up
2. Click Tardy/Early Dismissal Tab
3. Select Student, Scan Key Tag or Enter Student ID
4. Select Reason in Drop Down Menu
5. Click Log Early Dismissal & Approved Pickup



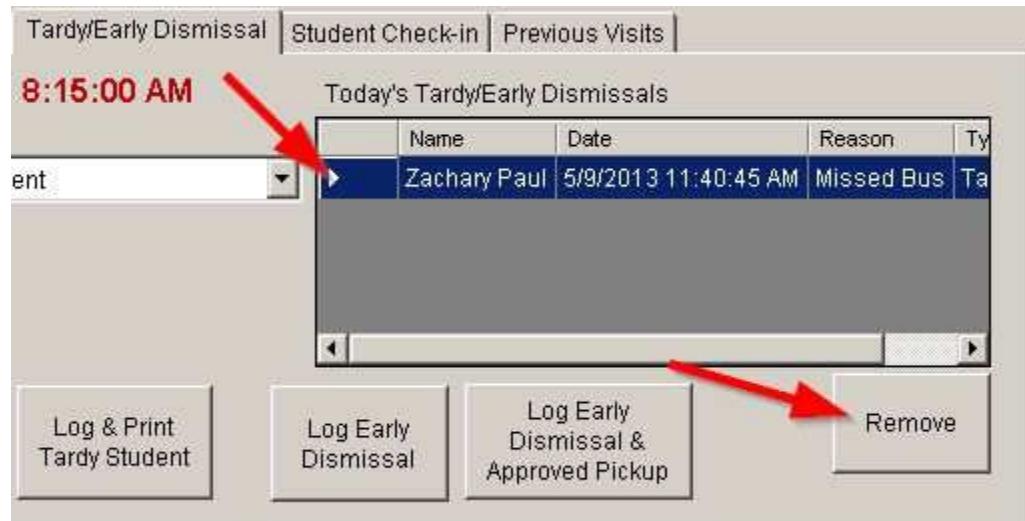
| | Name | Date | Reason | Type |
|---|--------------|----------------------|------------|-------|
| ▶ | Zachary Paul | 5/9/2013 11:40:45 AM | Missed Bus | Tardy |

Remove any Incorrect Entry Tardy or Early Dismissal

1. Select Tardy/Early Dismissal Tab
2. Click on Line with Student Name of incorrect entry

3. Click

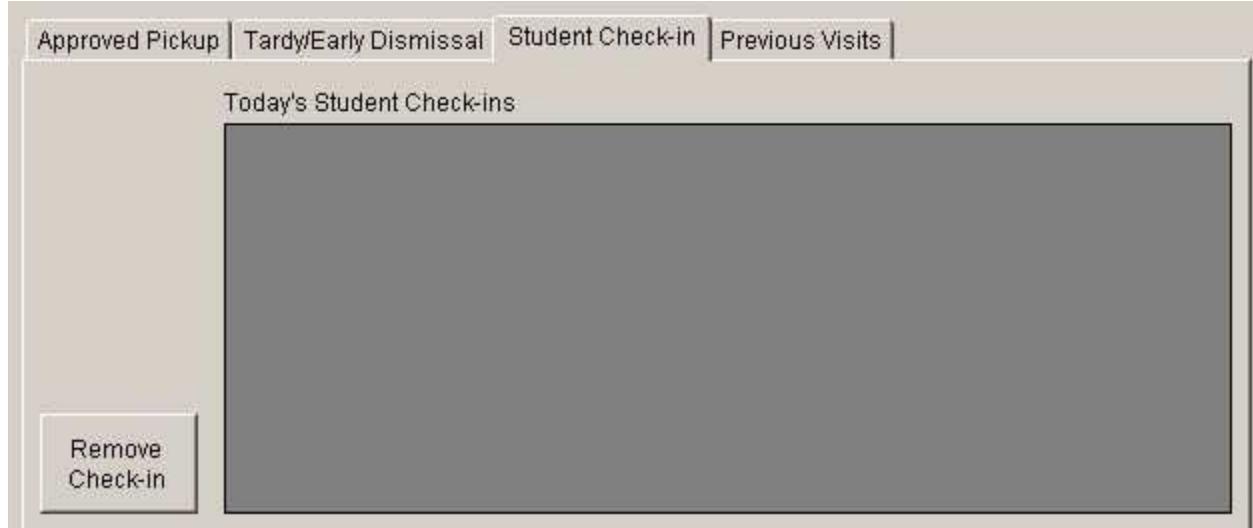
Remove



4. This window below appears, choose 'Yes' to remove the entry.



STUDENT CHECK-IN TAB VIEW



The **Student Check-in** option is used to complete Student Attendance.

Schools have the opportunity to require all students to check in, and then run a complete attendance report, using the **Student Check-in** feature.

To Check Student in:

1. Enter **Student ID** or **Scan Key Tag**

If a Student is incorrectly entered or a double entry occurs:
Select the Line In error and click **Remove Check-in**.

Web Reports

PREVIOUS VISITS TAB VIEW

| Approved Pickup Tardy/Early Dismissal Student Check-in Previous Visits | | | | | |
|--|--------------------|--------------|----------|-------------------------------------|--------------------------|
| VisitStart | VisitLeave | Person | Location | StudentPickup | VolunteerVisit |
| 5/7/2013 11:56 ... | | Chris | Office | <input type="checkbox"/> | <input type="checkbox"/> |
| 5/2/2013 11:07 ... | 5/2/2013 11:07 ... | Addington... | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 5/2/2013 11:07 ... | 5/2/2013 11:07 ... | A... | | | |
| 5/2/2013 11:07 ... | 5/2/2013 11:07 ... | A... | | | |
| 5/2/2013 11:07 ... | 5/2/2013 11:07 ... | B... | | | |
| 5/2/2013 11:07 ... | 5/2/2013 11:07 ... | B... | | | |
| 4/30/2013 2:59 PM | 4/30/2013 2:59 PM | B... | | | |
| 4/30/2013 2:50 PM | 4/30/2013 2:50 PM | A... | | | |

**Previous Visits Tab -
When a visitor is pulled up
you instantly see their
previous visits here.**

Once the current Visitor information has been pulled up, simply select the Previous Visits tab, it will display every visit per that Visitor. It will include the Date, and the Start and Leave time of each visit.

Also included is the Person whom the visit was with, the Location, and if it was a Student Pickup or a Volunteer Visit.

REPORTS TAB

There are several web-based report options available. Under the Reports Tab you will click on the **Web Reports** link and the **Web Report Module Login** window will open (shown below).



Web Report

| May 2013 | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| 18 | 28 | 29 | 30 | 1 | 2 | 3 |
| 19 | 5 | 6 | 7 | 8 | 9 | 10 |
| 20 | 12 | 13 | 14 | 15 | 16 | 17 |
| 21 | 19 | 20 | 21 | 22 | 23 | 24 |
| 22 | 26 | 27 | 28 | 29 | 30 | 31 |
| 23 | 2 | 3 | 4 | 5 | 6 | 7 |
| Login | | | | | | |

Enter your User ID and Password and click Login.

Visitors Report

Beginning from Left to Right you will make the appropriate selections to generate the report(s). Select the **Date** and **Time Frame**, **Check All** or Select

specific **School(s)**, and then select the **Type of Report** you would like to generate. The one below shows **Visitors** selected. This will generate a report for all visitors within the date and time frame specified, who were checked in at the SGG High School – Main Office Terminal. (example below)

| Time Picker | | | | | |
|-------------|---------|----------|----------|---------|----------|
| 12:00 AM | 4:00 AM | 8:00 AM | 12:00 PM | 4:00 PM | 8:00 PM |
| 12:30 AM | 4:30 AM | 8:30 AM | 12:30 PM | 4:30 PM | 8:30 PM |
| 1:00 AM | 5:00 AM | 9:00 AM | 1:00 PM | 5:00 PM | 9:00 PM |
| 1:30 AM | 5:30 AM | 9:30 AM | 1:30 PM | 5:30 PM | 9:30 PM |
| 2:00 AM | 6:00 AM | 10:00 AM | 2:00 PM | 6:00 PM | 10:00 PM |
| 2:30 AM | 6:30 AM | 10:30 AM | 2:30 PM | 6:30 PM | 10:30 PM |
| 3:00 AM | 7:00 AM | 11:00 AM | 3:00 PM | 7:00 PM | 11:00 PM |
| 3:30 AM | 7:30 AM | 11:30 AM | 3:30 PM | 7:30 PM | 11:30 PM |



Web Report

v1.5

From: 5/8/2013 9:05 AM To: 5/15/2013 9:05 AM SGG High School - Main Office

Select the **Date Range** by clicking on the **calendar Icon** and then clicking on the desired date(s).

SGG High School - Main Office

Check All
 SGG High School - Main Office
 SGG Middle School - Front Desk

specific the Time the **clock**

You may also select a **Time Frame** from picker, by clicking on icon.

Next you will Select the **School or Check All**.

Then Select the **Report Type** from the next drop down menu. (right)

Select **View**.

The Visitor Report is then displayed (below).
export the report to any of the file **formats in the list** the icons to **refresh** the page, view the report in **print** icon.

1 of 4 Export to the selected form

Export to the selected form
Acrobat (PDF) file
CSV (comma delimited)
Excel 97-2003
Rich Text Format
TIFF file
Web Archive

22/2013 9:47:50 AM

| Start Date | End Date | Person | City/State | Person | Location |
|-----------------------|-----------------------|-------------------|---------------|----------------|----------|
| 5/21/2013 11:48:16 AM | 5/21/2013 11:48:16 AM | CHRISTIE HERBSTER | LEWISTOWN, PA | Jones, Amy | |
| 5/17/2013 1:36:47 PM | 5/17/2013 1:36:47 PM | CHRISTIE HERBSTER | LEWISTOWN, PA | Stuck, Janelle | |

Visitors

Please Select a Report

--- Visitor Reports ---

Visitors

Visitors (by Visitor)

Volunteers

Volunteers (by Volunteer)

Not Signed Out

Visitor Key Tags

--- Student Reports ---

Tardy Student

Tardy Student (by Student)

Early Dismissal

Early Dismissal (by Student)

Student Pickup

Student CheckIn

Student CheckIn (by Student)

Student Key Tags

--- Faculty/Staff Reports ---

Faculty Report

Faculty Details (by Person)

Staff Report

Staff Details (by Person)

--- Family Reports ---

Family Report

You may select to below. You also have

view and the **print**

BY VOLUNTEER OR BY VISITOR REPORT

You may select one specific person to run a report on. For instance, to list all visits by Jane Doe, Select the **date and time frame** you wish to include, then select **Check All** (to include all school terminals), select **Visitors (by Visitor)** or **Volunteers (by Volunteer)** and Select the **specific person** you would like to generate the report on. You will receive all the visits or volunteer times for Jane Doe. (example below reflects her Volunteer Visits)

v1.5

| | | | | | | | |
|--|-------------------|---------------------------------|-------------------------------------|-------------------|---------------------------------|---------------------------|---------------------------------|
| From: | 4/1/2013 1:33 PM | <input type="button" value=""/> | <input checked="" type="checkbox"/> | All items checked | <input type="button" value=""/> | Volunteers (by Volunteer) | <input type="button" value=""/> |
| To: | 5/20/2013 1:33 PM | <input type="button" value=""/> | <input checked="" type="checkbox"/> | | | Doe, Jane | <input type="button" value=""/> |
| <input type="button" value=""/> <input type="button" value=""/> <input type="button" value=""/> [1] of 1 <input type="button" value=""/> <input type="button" value=""/> Export to the selected format <input type="button" value=""/> Exp | | | | | | | |

- Doe, Jane
Doe, Jane
 Herbst, Christie
 HERBSTER, CHRISTIE
 Keller, Christopher

SchoolGate Guardian

Volunteer Detail Report

School Visitor Management System

4/1/2013 1:33:00 PM to 5/20/2013 1:33:35 PM

| Person | Check-In | Check-Out | Person | Location | Time (day min hr) |
|------------|-----------------------|-----------------------|-----------------|-------------------|-------------------|
| Jane A Doe | | | | | |
| | 5/15/2013 12:33:23 PM | | Volunteer Login | SGG High School | 0d 0h 0m |
| | 5/15/2013 12:22:55 PM | | Volunteer Login | SGG High School | 0d 0h 0m |
| | 5/15/2013 10:56:16 AM | 5/15/2013 12:23:09 PM | Volunteer Login | SGG High School | 0d 1h 27m |
| | 5/15/2013 10:45:30 AM | 5/15/2013 10:52:47 AM | Volunteer Login | SGG High School | 0d 0h 7m |
| | 5/15/2013 10:42:21 AM | 5/15/2013 10:46:07 AM | Volunteer Login | SGG High School | 0d 0h 4m |
| | 5/13/2013 2:57:21 PM | 5/13/2013 2:57:21 PM | Off-Site Hours | field day | 0d 0h 0m |
| | 5/13/2013 1:11:54 PM | 5/13/2013 1:12:19 PM | Volunteer Login | SGG Middle School | 0d 0h 1m |
| | 5/13/2013 1:10:55 PM | 5/13/2013 1:12:16 PM | Volunteer Login | SGG Middle School | 0d 0h 2m |

| | | | | | | | | |
|---------------------------------|---------------------------------|---------------------------------|------------|---------------------------------|-------------------------------|---------------------------------|---------------------------------|---------------------------------|
| <input type="button" value=""/> | <input type="button" value=""/> | <input type="button" value=""/> | [1] of 1 | <input type="button" value=""/> | Export to the selected format | <input type="button" value=""/> | <input type="button" value=""/> | <input type="button" value=""/> |
|---------------------------------|---------------------------------|---------------------------------|------------|---------------------------------|-------------------------------|---------------------------------|---------------------------------|---------------------------------|

SchoolGate Guardian

Tardy Student Report

School Visitor Management System

5/8/2013 9:29:52 AM to 5/15/2013 9:29:52 AM

| Last Name | First Name | MI | Tardy Date | Tardy Type | Reason | Tardy (hh:mm) |
|-----------|------------|----|----------------------|------------|------------|---------------|
| Paul | Zachary | | 5/9/2013 11:40:45 AM | Unexcused | Missed Bus | 03:25 |

Sub-total: 0d 3h 25m

Generated: 5/15/2013 9:44:20 AM

Page: 1

TARDY STUDENT REPORT and EXPORT

Below is an example of a Tardy Student Report.
 To generate a report to include all tardy students you would select **Tardy Student**. To generate a report on one particular student who was tardy, you would select **Tardy Student (by Student)**.

The navigation bar includes arrows to page through the report and also the Export option, Refresh icon, Print View icon, Print icon will be available on every report.

FAMILY REPORT (Family ID)

The screenshot below demonstrates a Family Report.

The **Date and Time range** was selected, **all items checked** (includes all school terminals) and **Family Report** and the **Family per ID** (Last Name & Number assigned as Family ID) are selected in the last drop down menu. This will generate a report for all visitors and/or students associated with the assigned Family ID.

SchoolGate Guardian Web Report Module

Logged in as: test [Logout](#)

From: 5/14/2013 12:43 PM All items checked Family Report
To: 5/21/2013 12:43 PM HERBSTER(2) HERBSTER(2)

1 of 1 Export to the selected format

SchoolGate Guardian Family Report

5/14/2013 12:43:58 PM to 5/21/2013 12:43:58 PM

| Person | Check-In | Check-Out | Person | Location | Time (day min hr) |
|---------------------|-----------------------|-----------------------|----------------|----------|-------------------|
| CHRISTIE HERBSTER | | | | | |
| | 5/21/2013 11:48:16 AM | 5/21/2013 11:48:16 AM | Jones, Amy | | 0d 0h 0m |
| | 5/17/2013 1:36:47 PM | 5/17/2013 1:36:47 PM | Stuck, Janelle | | 0d 0h 0m |
| | 5/17/2013 1:35:26 PM | 5/17/2013 1:36:46 PM | Mrs. Jones | Room 112 | 0d 0h 1m |
| | 5/15/2013 3:43:27 PM | 5/15/2013 3:43:27 PM | Jones, Amy | | 0d 0h 0m |
| Sub-total: 0d 0h 1m | | | | | |
| Total: 0d 0h 1m | | | | | |

5/21/2013 12:46:02 PM

1

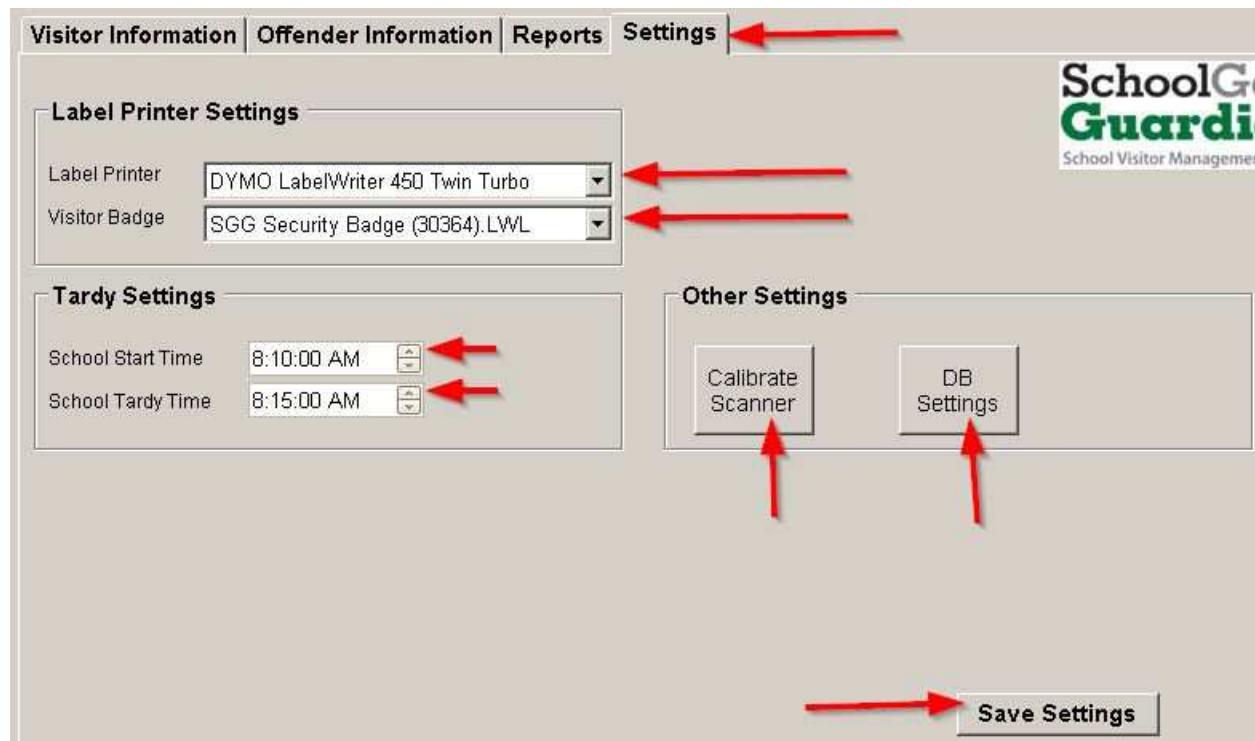
SETTINGS TAB

The Settings Tab is located across the top right of the Main Screen
The Settings that are found here are:

1. Label/Printer Settings
2. Visitor Badge Type
3. Tardy Settings
4. Calibrate Scanner
5. Database Settings

Label Printer Settings – Here you select the type of Label Printer you received.

Visitor Badge Type – Allows you to choose the style or type of Visitor Badge your system is using.



Tardy Settings - The Start Time (the time school begins) and the Tardy Time is set and adjusted here. Any Student checking into School at the Tardy time specified here or after this time will be considered Tardy. The Tardy Time is then displayed in red on the Tardy/Early Dismissal Tab area.

Calibrate Scanner – Calibrates the ID scanner to scan accurately.

Calibrate card –

Here is the link to print your own calibration sheets. It has to be printed in LANDSCAPE ORIENTATION or else the sheets will be too small. You want to create a double sided sheet.

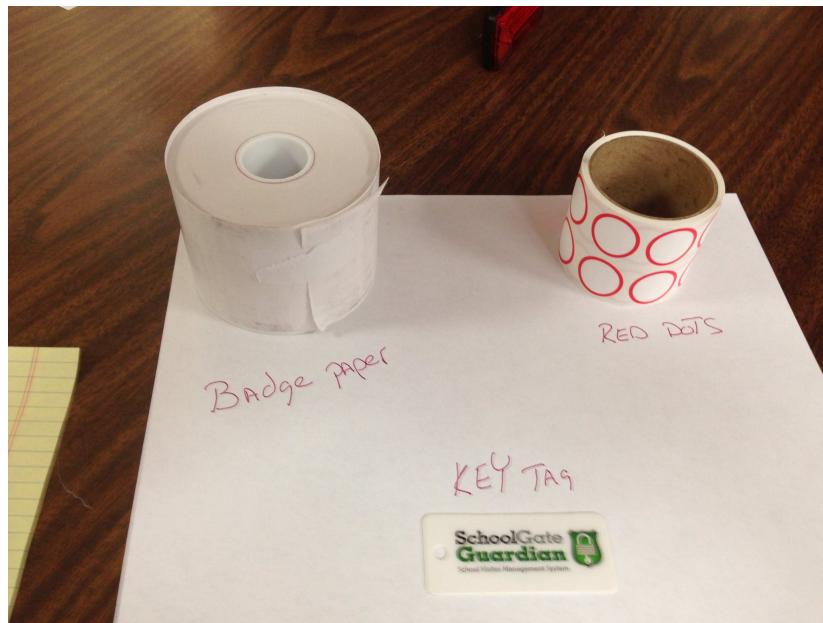
http://www.id-reader.com/ftp/calibration/calibration_800dx.pdf

Print out one copy which includes two calibration sheets and cut both into the size indicated by the dash lines. Both sides should look the same with the arrows pointing in the same direction. Tape the side with arrows so both sheets stay together during calibration.

Database Settings – These settings are important in maintaining Communication for the program to connect to the Database and perform all necessary operations.

Any changes made in the Settings window, always remember to Click **Save Settings** to save your changes.

Additional badge paper, red dots or key tags can be ordered by your custodian via our ordering software.



Original: 8-21-14

Reviewed: 2-11-15

Revised: 2-9-16

BUILDINGS AND GROUNDS PROCESSES

FREEPORT SCHOOL DISTRICT # 145

Processes # 515 COVER IN PLACE

Clarification: To insure that staff and students know how to take cover "in place" in case of a sudden emergency

Drop, Cover, and Hold (take cover in place)

Provide training to staff and students that prepares them for "**challenges of today and the opportunities of tomorrow through the continuous pursuit of excellence**".

Drop, cover and hold training held for all staff and students yearly:

This training can help save lives in numerous emergency situations that could develop so rapidly that the class does not have time to evacuate the classroom. Emergencies that this training applies to but is not limited by: shootings or other sudden school violence, sudden severe weather conditions, earth quakes, explosions, etc.

This training also in compliance with the state of Illinois "school safety drill act" as listed on the ISBE web site. We refer to document 105ILCS 125/5 which states;

4) Severe weather and **shelter-in-place drills**, which Shall address and prepare students for situations involving se weather emergencies or the release of external gas or chemi Severe weather and shelter-in-place incidents shall be based needs and environment of particular communities and may in without limitation the following:

- (A) severe weather, including, but not limited to, shear winds, lightning, and earthquakes;
- (B) incidents involving hazardous materials, including, but not limited to, chemical, incendiary, and explosives; and
- (C) incidents involving weapons of mass destruction, including, but not limited to, biological, chemical, and nuclear weapons.

(Source: P.A. 94-600, eff. 8-16-05.)

THIS CAN SAVE YOUR LIFE

Official rescue teams who have been dispatched to the scene of emergencies and other disasters around the world continue to advocate use of the internationally recognized "Drop, Cover and Hold On" protocol to protect lives during emergencies:

Federal, state, and local emergency management experts and other official preparedness organizations all agree that "Drop, Cover, and Hold On" is the appropriate action to do.

Official rescue teams who have been dispatched to the scene of emergencies around the world continue to advocate use of the internationally recognized "Drop, Cover and Hold On" protocol to protect lives during earthquakes:



- DROP to the ground
- Take COVER by getting under a sturdy desk or table
- HOLD ON to it until the emergency is over.

Do not try to run to another room just to get under a table. If there isn't a table or desk near you, cover your face and

head with your arms and crouch in an inside corner of the building.

Recommendation is to implement during January 2011. Training can be done by classroom teacher. Initial training with one practice drill is done during the first 30 days of school. This initial training and drill is estimated to take 8 minutes of instructional time. It is recommended that two other "refresher drills" take place over the rest of the school year at the teacher's discretion. These "refresher drill" can be as short as 30 seconds.

Original: 1-1-11
Reviewed: 1-9-12
Reviewed: 1-9-13
Reviewed: 2-11-14
Reviewed: 2-11-15
Reviewed: 2-9-16

BUILDINGS AND GROUNDS PROCESSES

FREEPORT SCHOOL DISTRICT # 145

Processes # 516 IEMA SEVERE WEATHER PREPAREDNESS

Clarification: To insure all staff have basics of severe weather preparedness

Processes: **ILLINOIS SEVERE WEATHER FACTS**

Source:
Illinois Emergency Management Agency - 2011

Tornadoes

- Most tornado damage paths in Illinois are less than 100 yards wide and a couple of miles long, but can be up to a mile wide and more than 60 miles long.
- **The majority of Illinois tornadoes since 1950 have occurred between April 1 and June 30, and between the hours of 3 PM and 10 PM.** However, tornadoes have occurred every month of the year at all hours of the day.
- **Nearly 30% of all tornadoes in Illinois occur after dark.** Nationally, more than half of all tornado deaths have occurred at night. It is CRITICAL that homes and businesses have some way to monitor severe weather conditions – especially at night. A weather radio is an excellent way to do this.
- There is an average of 44 tornadoes each year in Illinois.
- There were **48 tornadoes** reported in Illinois **during 2010, which resulted in one fatality, 40 injuries and more than \$110 million in damage.**
- Since 1950, **74% of Illinois tornadoes have been weak** (wind less than 110 mph), **24% strong** (wind of 110-167 mph) **and 2% violent** (wind greater than 167 mph). The last violent tornado was July 13, 2004, near Roanoke IL.

Thunderstorms

- **Severe thunderstorms can produce tornadoes, damaging winds, lightning, hail and/or heavy rain.**
- **High wind from straight-line winds and downbursts can cause more damage than nearly 75% of the tornadoes that occur in Illinois!**
- **Most lightning deaths occur under or near trees and in open fields.**
- There have been 28 people killed by lightning in Illinois since 1990.
- The largest hailstone to recently affect Illinois fell near the town of Philo, in Champaign County, where grapefruit sized hail (4.25" diameter) was reported on May 30, 2008.

Flooding

- **Flooding is the number one severe weather killer nationwide.**
- Nationally, 75% of presidential disaster declarations are the result of floods.
- **The most dangerous type of flooding is a flash flood.** Flash floods can sweep away everything in their path.
- Most flash floods are caused by slow-moving thunderstorms, and occur most frequently at night. **The peak time for flash flooding in Illinois is 1:00 AM.**
- Floods have killed 24 people in Illinois since 1995. Most of the fatalities involved people in vehicles trying to cross a flooded roadway.

By becoming familiar with and implementing the following recommended actions, you and your family will be better protected in the event of tornadoes, severe thunderstorms and flooding.

BEFORE A TORNADO

Know the terms used to describe tornado threats:

Tornado Watch --Tornadoes are possible near your area. Stay alert for the latest weather information. Be prepared to take shelter. If you see any rotating funnel-shaped clouds, report them immediately by telephone to your local EMA, ESDA or law enforcement agency. **If you live in a mobile home, this is the time to secure shelter in a more substantial structure.**

Tornado Warning -- A tornado has been sighted or indicated by weather radar. The storms may also produce damaging downburst winds in excess of 60 mph and/or hail one inch or larger. Take shelter immediately. Turn on a battery-operated radio or television and wait for updated information for your area.

- **It is critical that someone at home, work or wherever people gather, monitors weather conditions, regardless of the time of day!** Many deadly tornadoes occur at night. Use a weather alert radio, local TV and radio or the Internet to monitor watches and warnings for your area. **Don't rely completely on outdoor warning sirens – especially if you're asleep!!**
- **If you live in a mobile home, identify a safe shelter outside of your mobile home** such as a community shelter, a neighbor or friend's house or a nearby public building. Half of all tornado fatalities occur in mobile homes – even though they only account for 7% of all residences.
-
- **Purchase a Weather Alert Radio** with a battery backup, a tone-alert feature and Specific Area Message Encoding (SAME) technology which automatically alerts you when a Watch or Warning is issued for your county.
- **Determine the best location in your home and office to seek shelter when threatened by a tornado.** A basement or cellar will usually afford the best protection. If an underground shelter is not available, identify an interior room or hallway on the lowest level. Closets, small interior hallways and bathrooms without windows are the best areas.
- **Maintain a disaster supply kit.** This kit will help your family cope during extended power outages in the aftermath of a storm.
- **Conduct periodic tornado safety drills at home AND at work.** Decide how and where everyone will gather prior to and after the storm.

- Consider retrofitting your house with special fasteners, connectors and reinforcing bands to strengthen the structural integrity. Also, consider installing a reinforced concrete and steel “safe room” as a small room within your house, or excavated and installed in your yard or beneath your garage floor.

DURING A TORNADO

Take the following actions when a Tornado Warning has been issued by the National Weather Service, when sirens have been activated or when a tornado has been sighted near your area.

AT HOME

- Go immediately to your predetermined shelter (storm cellar, basement or the lowest level of the building). In a basement, go under the stairs, under a heavy piece of furniture or a work bench. Stay there until the danger has passed.
- If in a mobile home, get out and seek shelter elsewhere, well before the storm arrives. A mobile home can overturn very easily even if precautions have been taken to tie down the unit. If there isn't a substantial shelter nearby, go to a low-lying area and shield your head with your hands.
- If there is no basement, go to an inner hallway or a small inner room without windows, such as a bathroom or closet. Outside windows and walls may be penetrated by high speed, wind-borne objects.
- Get under a piece of sturdy furniture, such as a workbench or heavy table, and hold onto it.
- Use pillows, mattresses or cushions to protect your head and neck.

IN A SCHOOL, NURSING HOME, HOSPITAL, SHOPPING CENTER OR WORKPLACE

- Go to the designated storm shelter, basement, or to an inside hallway on the lowest level.
- Avoid places with wide-span roofs, such as auditoriums, cafeterias, gymnasiums and large hallways. Stay away from windows and open spaces.

- **Get under a piece of sturdy furniture**, such as a workbench, heavy table or desk and hold onto it. If sturdy furniture is not available, make yourself the smallest target possible. Squat low to the ground and put your head down and cover your head and neck with your hands.
- **If in a high-rise building, go to small, interior rooms or hallways on the lowest level possible** and seek protection as detailed above. Stay away from windows and outside walls.

OUTDOORS

- **If possible, get inside a substantial building**, on the lowest floor – away from windows and doors.
- **If an indoor shelter is not available**, or there is no time to get indoors, **lie in a ditch or culvert**. Use your arms to protect your head and neck. Stay aware of the potential for flash flooding.

IN A VEHICLE

- **Do NOT park under a bridge or overpass!**
 - **Safely get out of the vehicle immediately and take shelter in a nearby building.**
 - **Never try to outrun a tornado in a vehicle.** Heavy rain, hail and traffic may impede your movement.

Tornadoes can change directions quickly and can easily lift up a vehicle and toss it through the air.

- **As a VERY last resort**, if there isn't time to get indoors – or if there is no secure shelter nearby, you have one of two choices: (1) get out of the vehicle and lie flat in a ditch, culvert or low-lying area away from your vehicle OR (2) stay in the vehicle, with your seat belt fastened, and get as low as you can below the level of the windows.

Your choice should be determined by your specific circumstances. The key point is: these options are last resorts. Seeking shelter in a sturdy building is the preferred method of staying safe in a tornado.

AFTER A TORNADO

- • **Monitor the radio or television** for emergency information or instructions.
- • **Be extremely careful in areas of downed power lines or natural gas leaks.** Wear adequate footwear to avoid cuts from broken glass or nails protruding from boards.
- • **Check for injured victims.** Render first aid if necessary. **Do not attempt to move severely injured victims unless absolutely necessary.** Wait for emergency medical assistance to arrive.
- • **Check on neighbors or relatives** who may require special assistance.
- • **Exit damaged buildings.** Re-enter only if absolutely necessary using great caution.
- • **Take photos or video of the damage to your home and property, and report it to local emergency managers.**
 - If unaffected by the tornado, stay out of the damaged area until local officials allow entry. Your presence may hamper emergency operations.

2. SEVERE THUNDERSTORMS

BEFORE THUNDERSTORMS

Know the terms used to describe severe thunderstorm threats:

Severe Thunderstorm Watch -- Severe thunderstorms are possible in or near your area. Stay alert for the latest weather information. Be prepared to take shelter.

Severe Thunderstorm Warning -- Severe thunderstorms will be approaching or are occurring. Severe thunderstorms produce damaging

wind in excess of 60 mph and/or hail one inch in diameter or larger. Seek safe shelter. Keep in mind that winds from a severe thunderstorm can cause significant property damage, injury or even death – even though there is no tornado present.

Significant Weather Advisory -- Strong thunderstorms with wind gusts of 40 to 55 mph and/or hail less than one inch in diameter will be approaching or are occurring.

- **Wind gusts from severe thunderstorms can do as much or more damage than many tornadoes!**

Extended power outages, downed trees and extensive damage to roofs, doors and windows can all occur from straight line wind gusts or downbursts of wind.

- **Check the weather forecast** before leaving for extended outdoor periods and postpone plans if severe weather is imminent.

DURING THUNDERSTORMS

- Move away from all windows and doors during the storm.** If you can do it safely, draw the shades or blinds to reduce the risk from flying glass if it breaks due to high winds.
- **Monitor the radio or television** for the latest weather information.
- **Avoid using a corded telephone or other electrical appliances** until the storm passes.
- **Turn off air conditioners.** If lightning strikes, a power surge could damage the compressor.
- **Delay taking baths or showers,** until after the storm passes due to the lightning threat.
- **If outdoors, seek shelter IMMEDIATELY!** If you can hear thunder, you are close enough to the storm to be struck by lightning.
- **If you are in a vehicle, pull safely to the shoulder away from trees and power lines.** Lightning can flash from trees or power poles and strike a vehicle. The rubber tires do NOT keep lightning from striking a vehicle. Normally, in the open, a vehicle is a safe shelter from lightning. Avoid touching metal parts of the vehicle when lightning is nearby.

• If you are in a boat when a thunderstorm threatens, **you should attempt to reach shore as quickly as possible.**

• If you find yourself in a position where there is **no immediate shelter available, find a low spot away from trees and power poles.**

AFTER THUNDERSTORMS

• **Monitor the radio or television** for emergency information or instructions.

• **Check for injured victims.** Render first aid if necessary.

• **Most lightning strike victims can be revived with CPR.** Do not attempt to move severely injured victims unless absolutely necessary. Wait for emergency medical assistance to arrive.

• **Take photos or video of any damage to your home or property** and report it to local emergency managers.

• **Do not make unnecessary telephone calls.**

• **If driving, be alert for hazards on the roadway.**

• **Check on neighbors or relatives** who may require special assistance.

3. FLOODING

BEFORE A FLOOD

Know the terms used to describe flood threats:

Flood Watch -- Flooding or flash flooding is possible. Be extremely cautious when driving –especially at night. Listen to NOAA Weather Radio, commercial radio or commercial television for additional information.

Flood Warning -- Flooding is occurring or will occur soon – and is expected to occur for several days or weeks. If advised to evacuate, do so immediately.

Flash Flood Warning -- A flash flood is occurring or is imminent. NEVER drive across a flooded road – especially if the road is closed by barricades.

Flood Advisory -- Minor flooding of creeks and streams, streets, low-lying areas or basement flooding is occurring or is imminent.

- **Know how to shut off electricity, gas and water** at main switches and valves. Know where gas pilots are located and how the heating system works.
- **Have check valves installed in building sewer traps** to prevent flood waters from backing up in sewer drains. As a last resort, use large corks or stoppers to plug showers, tubs or basins.
- **Consider measures for flood proofing your home.** Call your local building department or emergency management agency (EMA) for information.
- **Consider purchasing flood insurance.** Flood losses are not covered under homeowners insurance policies. Flood insurance is available in most communities through the National Flood Insurance Program. There is usually a period before it takes effect, so don't delay. Flood insurance is available whether the building is in or out of the identified flood-prone area. Call your insurance company for more information.
- **Insure your property and possessions.** Make an inventory of your possessions using paper lists, photographs and/or videotapes of your belongings. Leave a copy with your insurance company. Update your inventory and review your coverage with your insurance company periodically.
- **Keep all of your important records and documents in a safe deposit box or another safe place away from the premises.**

DURING A FLOOD

- **People lose their lives by attempting to drive over a flooded roadway.** The speed and depth of the water is not always obvious. There may be a hidden portion of the roadway washed out under the water. Two feet of water will carry away most automobiles.
- **Monitor the radio or television** for the latest weather information.
- **Move valuable household possessions to the upper floor** or move to another location if flooding is imminent and time permits.
- **If instructed to do so by local authorities, turn off utilities at their source.**
- **Listen to a battery-operated radio for evacuation instructions.**
- **If advised to evacuate, do so quickly.**
- Evacuation is much simpler and safer before flood waters become too deep for ordinary vehicles to drive through.

- **Follow recommended evacuation routes.** Short cuts may be blocked.

AFTER A FLOOD

- **Do not let children play in or near flood waters, flooded creeks or flood retention ponds.**
- **Stay alert in areas where flood waters have receded.** Roads may have weakened and could collapse under the weight of a vehicle. **NEVER cross a flooded road or bridge in your vehicle!**
- **Flood dangers do not end when the water begins to recede.** Listen to a radio or television and don't return home until authorities indicate it is safe to do so.
- When you are allowed to return, remember to help your neighbors who may require special assistance.
 - **Inspect foundations for cracks or other damage.** When entering buildings, use extreme caution. If your home was damaged, check the utilities.
 - **Look for fire hazards.**
 - **Stay out of buildings that remain in the flood waters.**
 - **Avoid coming in contact with flood waters.** The water may be contaminated with oil, gasoline or raw sewage. Do not wade through a flooded stream to protect or retrieve belongings.
 - **Consider your family's health and safety.** Wash your hands frequently with soap and clean water if you come in contact with flood waters. Listen for news reports to learn whether the community's water supply is safe to drink.
 - **Throw away food** -- including canned goods -- that has come in contact with flood waters.
 - **Pump out flooded basements gradually (about one-third of the water per day) to avoid structural damage.**
 - **Service damaged septic tanks, cesspools, pits and leaching systems** as soon as possible. Damaged sewer systems pose a health hazard.
 - If unaffected by the flood, stay out of the area until you are permitted by local officials. Your presence may hamper emergency operations.

- **Monitor the radio for special information about where to go to get assistance for housing, clothing and food.** Other programs are available to help you cope with the stress of the situation.
- **Take photos or video of the damage to your home and your belongings.**

SOURCES OF WEATHER AND WEATHER SAFETY INFORMATION

For additional information on severe weather or other hazards, contact the following:

- Your local Emergency Management Agency (EMA/ESDA)
- Your local chapter of the American Red Cross (ARC) or www.redcross.org
- The nearest office of the National Weather Service (NWS)

National Weather Service Forecast Office websites:

Davenport, IA www.weather.gov/davenport

Romeoville, IL www.weather.gov/chicago

Lincoln, IL www.weather.gov/lincoln

St. Louis, MO www.weather.gov/stlouis

Paducah, KY www.weather.gov/paducah

- State of Illinois www.ready.illinois.gov

NOAA WEATHER RADIO – ALL HAZARDS

Listen to NOAA Weather Radio – All Hazards for the latest weather forecasts. The National Weather Service broadcasts weather information, including watches, warnings and advisories 24 hours a day. Weather radio transmitters have a range of about 40 miles. Weather radio transmitters that cover Illinois are shown below. To find the weather radio transmitter that serves your location, go to the following web site:

<http://www.nws.noaa.gov/nwr/CntyCov/nwrlL.htm>

LOCAL STATION FREQUENCY

DeKalb, IL WNG-536 162.550 MHZ

Dixon, IL KZZ-55 162.525 MHZ

Dubuque, IA WXL-64 162.400 MHZ

Freeport, IL KZZ-56 162.450 MHZ

Rockford, IL KZZ-57 162.475 MHZ

Monroe WI, KZZ-56 162.450 MHZ

EMERGENCY SUPPLY KIT

A disaster of any kind may interfere with normal supplies of food, water, heat and day-to-day necessities. It is important to keep a stock of emergency supplies on hand sufficient to meet your family's needs for at least a three day period.

It is also advisable to update your kit regularly. You should replace the water supply and any food that may have reached its use-by or expiration date. An easy way to remember to update your kit is to use Daylight Savings Time. When you change your clocks, you should also change your kits.

An emergency supply kit should include the following:

- A battery powered radio, weather radio, and flashlights, with extra batteries
- Bottled drinking water – one gallon per day per person with at least a three-day supply for each person in your household
- Canned or sealed packaged foods that do not require refrigeration or cooking (at least a three-day supply)
- Non-electric can opener, utility knife and Mess kits
- Paper towels, toilet paper, soap and detergent
- Household laundry bleach (unscented)
- A blanket or sleeping bag for each member of the family
- One change of clothing and footwear per person

- Fire extinguisher
- Shut-off wrench, to turn off household gas and water
- Signal flare, matches and whistle
- Cell phone and extra battery
- An extra set of car keys and a credit card, cash or traveler's checks
- A list of family physicians
- First-aid kit and manual
 - Medications or special foods needed by family members such as insulin, heart medication, dietetic food and baby food (Do not store in the kit for long period of time but add at the last minute)
 - If needed – formula, diapers, and bottles
 - Denture needs, extra eye glasses and contact lens supplies
 - You can store additional water by filling bathtubs and sinks with water if an emergency is declared. Clean water is also available in toilet tanks, presuming chemicals and other cleaning agents are not used in the water tank.

If you have pets, include the following items in your kit:

- Identification collar and rabies tag
- Pet carrier or cage
- Leash
- Medications
- Newspaper, litter, trash bags for waste
- Two-week supply of food and water
- Veterinary records (necessary if your pet has to go to a shelter)

Appropriate for a catastrophic event in which there is no warning or time to prepare (i.e. an earthquake or an explosion).

There will not be opportunity for an announcement prior to a qualifying event. In the event of such a catastrophe, the teacher will shout "Cover-In-Place!" and remind students to "Drop, Cover, and Hold."

- 1) Everyone will immediately DROP to the floor.
- 2) Take COVER under a sturdy desk, table, or other furniture.
- 3) HOLD on to the object until the event is clearly over.
- 4) Wait for further instructions from administration or emergency personnel.

If a sturdy object is not available, seek cover against an interior wall and protect your head and neck with your arms.

- Avoid dangerous areas near windows, hanging objects, or tall furniture.

Severe Weather (High Winds)

Appropriate for a weather related crisis in which potentially dangerous conditions are likely (i.e. a tornado).

D(An announcement will be made to "Assume your severe weather positions."

- 1) Teachers will lead their class to their predetermined hallway safety area.
 - 2) Teachers will instruct the last student out to close the classroom door behind them.
 - 3) Once in the hallway safety area, students will assume a protective position against the wall and await further instructions from administration or emergency personnel.
- A protective position is one in which the student's head and neck are protected by their arms. This can be achieved by both kneeling against, and facing the wall or seated with the student's back against the wall.

Soft Lockdown

Appropriate for a crisis event in which it is necessary for students and staff to remain accounted for while continuing with near normal activity (i.e. an unstable situation in town but not in the immediate area of the school).

- An announcement will be made indicating that "This is a soft lockdown."
- 1) Students will remain in their classrooms while students in the halls or restrooms will report immediately to their assigned classrooms.
 - 2) Teachers will lock classroom doors.

- 3) Re-take attendance and send a "FHS All Staff" e-mail if a student has left the room and is unaccounted for.
- 4) Instruction activities will continue with students remaining in their seats as much as possible.
- 5) Teachers should not use the intercom system unless an emergency arises.
- 6) Students and staff will remain in the room until the announcement is made to "Resume regular schedule."

Lockdown

Appropriate for a crisis event in which it is necessary for students and staff to remain as secure and out-of-sight as possible (i.e. an armed intruder).

- An announcement will be made indicating that "This is a lockdown."
 - 1) Students will remain in their classrooms while students in the halls or restrooms will report to the nearest classroom.
 - 2) Teachers will lock interior and exterior doors, turn off the lights, close the windows, and shut the blinds/curtains.
 - 3) Students and staff will not leave the room for any reason.
 - 4) Students and staff will gather in a safe area in the classroom, staying out-of-sight of all doors and windows.
 - 5) Stay as quiet as possible.
 - 6) Ignore all alarms and bells.
 - 7) Teachers keep cell phones available and check your e-mail if possible.
 - 8) Wait for further instructions from administration or emergency personnel.

Evacuation

Appropriate for a crisis event in which it is necessary for students and staff to exit the building quickly and orderly. (i.e. a fire, gas leak).

The fire alarm will sound indicating the need to evacuate.

- 1) Teachers grab the Emergency Backpack as well as your black Crisis Folder and keep it with you at all times.
 - 2) Evacuate the building in a single file line following the posted route for the classroom you are in.
 - 3) Go to your designated safety area.
 - 4) Teachers take attendance and complete a Crisis Attendance Card.
 - 5) Hold up the yellow Attendance Card (a responsible student may do this as well) until your Crisis Attendance Card is collected by a runner.
 - 6) Remain together as a class and await further instructions from administration or emergency personnel.
- > Be sure that the classroom door is closed after all students and staff are out.
- Do not stop for any personal belongings.

| | |
|-----------|---------|
| Original: | 2-28-11 |
| Reviewed: | 1-9-12 |
| Reviewed: | 1-11-13 |
| Revised: | 2-23-14 |
| Reviewed: | 2-11-15 |

BUILDINGS AND GROUNDS PROCESSES

FREEPORT SCHOOL DISTRICT # 145

Processes # 517 LIFE SAFETY – EXIT DOORS

Clarification: To insure all staff (PERSONS) has adequate egress at all times

Processes: At no time shall **ANY** exit door(s) be chained in such a fashion to disable the door or hardware from allowing someone from being able to exit the building through that door. This Processes applies to **ANYTIME** the building is occupied.

Original: 1-5-12

Reviewed: 1-7-13

Reviewed: 5-13-14

Reviewed: 2-11-15

BUILDINGS AND GROUNDS PROCESSES

FREEPORT SCHOOL DISTRICT # 145

Processes # 518 INTERCOM SAFETY

Clarification: To insure that the intercom system works properly at both the office/room and the room identifier readout is correct in office for that given location. During these tests schools that have speakers in their hallways, gyms, locker rooms, cafeterias, and any other areas that are not classrooms or offices should also be tested to insure they work properly.

Processes: During the last week of school prior to summer break each room with an intercom in it shall conduct a test of the intercom system to insure that two way communications is working correctly and that the correct room identifier appears on the office intercom phones during the test.

In the event that any malfunctions are identified the school shall fill out a work order for that room identifying the exact problem so that deficiency can be fixed prior to school starting back up in the fall.

Original: 2-27-13
Reviewed: 2-11-14
Revised: 8-21-14
Reviewed: 2-11-15

BUILDINGS AND GROUNDS PROCESSES

FREEPORT SCHOOL DISTRICT # 145

Processes # 521 CLASSROOM REQUIREMENTS/SAFETY

Clarification: To assure that the occupants (staff and students) are as safe as possible at all times.

Processes: Each classroom (where possible) shall have their classroom door locked and closed at all times. When the room is unoccupied the room lights shall be shut off and again the classroom door locked.

Each classroom must have a posted tornado instruction poster, posted fire instruction poster, a sealed red emergency back pack and a yellow recycling container and an orange and black intercom sign above the intercom button.

Original: 6-10-13
Reviewed: 2-11-14
Reviewed: 2-11-15

BUILDINGS AND GROUNDS PROCESSES

FREEPORT SCHOOL DISTRICT # 145

Processes # 522 CLASSROOM DOORS – LOCKED AND SECURED

Clarification: To insure the greatest defense and safety to all classroom occupants at all times.

Processes: At schools that have been provided the new modern "classroom" door(s) locks those classrooms doors **SHALL** be in the fully locked positions (you cannot get into the classroom without a key from the hallways or someone opening the door from the inside) at all times with the classroom door closed and locked. **Nothing should be placed across the door hardware at any time to prevent the door from closing and locking.**

Original: 3-10-14

Reviewed: 2-11-15

BUILDINGS AND GROUNDS PROCESSES

FREEPORT SCHOOL DISTRICT # 145

| | |
|----------------|---|
| Processes # | 523 DOOR WEDGES AND DOOR WEDGING (NOT TO BE CONFUSED WITH AN EASILY REMOVED WEIGHT IN FRONT OF A DOOR AT FLOOR LEVEL) |
| Clarification: | To insure that all staff are safe, fire regulations are met and doors and locks are not damaged. |
| Processes: | <p>With the exception of when a custodian is cleaning a room at <u>NO TIME</u> shall anyone insert any object between the door frame and or door itself such as wedges, text books or any object to manually hold open any door or suppress a lock mechanism.</p> <p>It is the responsibility of each custodian to remove any objects wedging open a door or suppressing a lock mechanism and report the incident to the Director of Facilities and Grounds.</p> |
| Original: | 4-4-14 |
| Reviewed: | 2-11-15 |

BUILDINGS AND GROUNDS PROCESSES

FREEPORT SCHOOL DISTRICT # 145

Processes # 524 CARD – FOB ACCESS

Clarification: To insure that all staff are safe and that proper records are kept in regards to who has what access to our buildings.

Processes: The Director of Facilities and Grounds shall oversee the installation of all door controllers and all components of the data base that controls the card-fob readers. The home school for each staff member shall issue the initial card or fob. Each school's principal is responsible for determining who does or does not receive a card-fob. **Hours of operation and any restrictions of the card-fob access has yet to be determined.**

ONE card or fob works on all doors within the school district that has a card-fob reader installed. No staff member shall receive more than one card-fob. The first card-fob is given out at no charge. Replacement cards shall cost \$4.00 and replacement fobs shall cost \$7.00. To insure there is no numerical duplications, all additional cards-fobs shall be ordered by the Director of Facility and Grounds. Duplication of card and fob numbers could be catastrophic the districts security and the data base.

Staff holding positons of itinerant teachers, coaches or other such positions who need access at other schools besides their own, shall contact the main office at the other school(s) they wish to gain access to. Anyone wishing to have total access to the entire district must contact the Director of Facilities and Grounds.

Each principal will decide which facility user shall receive a card or fob for their event. Lost, damaged, non-returned card-fob fees apply to these users also.

Upon the separation of an employee from the district. Human Resources shall insure they get the card and or fob back from the employee and return that card-fob to the original school from which the card-fob was issued.

Students or staff needing access to any elevators shall receive an access card-fob from that schools main office. Lost and or damaged card or fob or failure to return the elevator card or fob by staff and or students for elevator use shall be charged the same amount as listed previously in this document.

Original: 2-10-15

BUILDINGS AND GROUNDS PROCESSES

FREEPORT SCHOOL DISTRICT # 145

Processes # 530 MONTHLY SAFETY REPORTS

Clarification: Each calendar month the building principal is responsible for conducting, completing and submitting to the Facilities and Grounds office no later than the first Friday of the month a computer generated safety report. The electronic report supplied by this department has drop down menu selections for your use

Upon receipt of the report the Facilities and Grounds office shall review each document and then file a complete report on the districts status to the Assistant Superintendent of Business for his/her review.

Initializing the card attached to the AED monthly. The building principal shall be responsible for the content of the report but may designate.

Report basics:

Building: your assigned building

Fire drill data:

Date of last fire drill: Date of last fire drill

Fire Dept. Present at last drill: Yes or No

Total number of fire drills this year: total as of this date (don't forget you can enter your drills into School Dude for easy recording of all of your drills)

Tornado drill data:

Last tornado drill date: Date of last tornado drill

Time it took to complete drill: List time it took for entire school to take cover

Reminder that you are to have two drills per school year. YOU will include the don't total as of this date don't forget you can enter your drills into School Dude for easy recording of all of your drills

Bus Drill:

Last bus drill date: Date of last recorded drill

Time to complete drill: total time it took each group to evacuate the bus

Reminder that you are to have two drills per school year: total as of this date don't forget you can enter your drills into School Dude for easy recording of all of your drills

Cover in place drill:

Last date of cover in place drill: date of last cover in place drill

Reminder that you are to have two drills per school year: total as of this date don't forget you can enter your drills into School Dude for easy recording of all of your drills

Monthly inspections of the following are required to insure they are working properly

Fire Alarm System works properly and states "normal":

Any malfunctions this past month: did the alarm system malfunction, go off for no reason, do you now or did you in the past month have any "trouble alarms"?

Is the fire alarm system functional today? At this moment does the panel now read "normal"? The panel reads "normal" and there are no "troubles" listed on the panel read out?

Exit doors are operational:

Is access to all your exit doors open with no obstructions? Do all of your exit doors open properly for ease of egress? If "yes" record yes, if "no" record no along with the door letter and also submit a work order request listing the door letter and the issue.

Exit lights are operational:



If you have any external wall emergency lights (not built into the ceiling lights) on the outside of the light casing there is a "test" button. When you push this "test" button the lights should turn on. If they don't turn on the emergency light does not work. Lights that do not work need to be denoted on the report and a work order needs to be submitted.

Schools that have emergency lights built into their existing ceiling lights usually have a dot on it either on the light frame or the lenses cover indication that this light has an emergency light built into it.

Fire Extinguisher

Correct pressure on each unit:

Is the pressure gauge in the green? Is there a seal on the pin and does the extinguisher have this year's tag on it?







Weather Radio:

Did you hear last week's test on a Wednesday around 11AM (test is dependent on weather conditions)? If you push the large black bar that says "weather" on it does the radio receive broadcasts? Yes or no answer.

Please also check to make sure the radio is plugged in and turned on. On several occasions we have found the radios unplugged and or turned off. We have had schools shut them off because they make noise during storms!



AED:

The battery is good if the unit has a "black X" flashing in the upper right corner or if there is a green light flashing in the upper right corner depending on which unit you have. **RED FLASHING ANYTHING IS BAD AND THE UNIT NEEDS TO BE SERVICED IMMEDIATELY!**

There should be at minimum one set of adult pads and one set of pediatric pads with the AED. The date on the pads should not be expired and the packages need to be sealed in order to work. There should also be a bag attached to the AED with emergency supplies in it. After you check these items you **MUST** to SIGN the card attached to the AED for proper record keeping





| | |
|-----------|----------|
| Original: | 1-5-05 |
| Reviewed: | 1-24-06 |
| Reviewed: | 1-9-07 |
| Reviewed: | 1-8-08 |
| Reviewed: | 1-5-09 |
| Reviewed: | 1-8-10 |
| Revised: | 10-5-10 |
| Reviewed: | 1-5-11 |
| Reviewed: | 1-6-12 |
| Reviewed: | 1-4-13 |
| Reviewed: | 2-6-14 |
| Reviewed: | 2-3-15 |
| Revised: | 12-11-15 |

BUILDINGS AND GROUNDS PROCESSES

FREEPORT SCHOOL DISTRICT # 145

Processes # 600 ENERGY MANAGEMENT

Clarification: To insure that all staff and students do what they can to insure that the district does its best to control cost of all utilities.

Processes: As a district as a whole we all (staff and students) shall do the best we can in order to control utility cost and be a good overseer of tax payer dollars. Recommendations are:

Don't turn on lights ahead of the start of school, shut off lights when no one is in a room, don't let water run, keep windows and doors closed during time of A/C or heating season. Dress properly for weather conditions (dress for survival not arrival). Don't cover up or place anything on a thermostat, leave all univent open, unobstructed and running. Report any leaks, drips and or broken items immediately to the main office or your custodial staff. In area(s), rooms that have specials HVAC systems leave the doors shut at all times. Keep classroom doors shut too at all times to insure that the HVAC system work to their best.

Original: 3-13-14
Reviewed: 2-11-15

BUILDINGS AND GROUNDS PROCESSES

FREEPORT SCHOOL DISTRICT # 145

| | |
|----------------|---|
| Processes # | 700 SPRAYING OF HIGH CONTACT AREAS DURING THE WINTER MONTHS OR ILLNESS OUTBREAKS (FLU MODE) |
| Clarification: | To control the spread of germs and illness saving the district funding in lost attendance days and substitution costs |
| Processes: | During such times as winter or during any illness outbreaks the custodial staff will work with the teaching staff on applying Virex to high contact areas in classrooms. High contact areas would be desk tops, pencil sharpeners, door and door knobs, drinking fountains. We ask that if the teacher would like their room sprayed in those rooms with unattached chairs that instead of putting the chairs on the desk tops at the end of the day they have the students stack up the chairs along the wall (safety) so the custodians can mist the desk tops nightly. |
| | Staff may ask for a bottle of Virex from their custodian to use in their room. The Virex must be in a district issued dispenser, be properly labeled and safe guarded from students. |
| Original: | 12-12-02 |
| Reviewed: | 1-5-04 |
| Reviewed: | 1-24-06 |
| Reviewed: | 1-7-07 |
| Revised | 1-8-08 |
| Reviewed: | 1-8-09 |
| Reviewed: | 1-8-10 |
| Reviewed: | 1-3-11 |
| Reviewed: | 1-3-12 |
| Reviewed: | 1-4-13 |
| Reviewed: | 2-11-14 |
| Reviewed: | 2-11-15 |

BUILDINGS AND GROUNDS PROCESSES

FREEPORT SCHOOL DISTRICT # 145

Processes # 701 LICE IN CARPETS SCHOOLS

Clarification: To clarify the processes used in regards to lice in schools

Processes: There is no known product available on the market that kills lice in carpets. The best way to kill lice in carpet is two days with no humans in the room. Lice cannot live more than 24 hours without a host (human).

The custodians shall vacuum the carpet(s) in question thoroughly and then dispose of the bag so not to contaminate other carpets.

| | |
|-----------|----------|
| Original: | 10-23-99 |
| Reviewed: | 1-5-04 |
| Reviewed: | 1-24-06 |
| Reviewed: | 1-3-07 |
| Reviewed: | 1-8-08 |
| Reviewed: | 1-5-09 |
| Reviewed: | 1-8-10 |
| Reviewed: | 1-3-11 |
| Reviewed: | 1-3-12 |
| Reviewed: | 1-4-13 |
| Reviewed: | 2-11-14 |
| Reviewed: | 2-11-15 |

BUILDINGS AND GROUNDS PROCESSES

FREEPORT SCHOOL DISTRICT # 145

Processes # 702 NEED FOR BURNISHING

Clarification: To insure that floors with finish on them look their best at all times

Processes: There is no reason to burnish a newly waxed floor. Our floor finish does not need to be "hardened". Burnishing during the course of the year should be done sparingly and only when needed. Burnishing shall only be done with district supplied spray buff. Remembering that each time you burnish you are losing coats of finish.

| | |
|-----------|---------|
| Original: | 9-23-99 |
| Reviewed: | 1-5-04 |
| Reviewed: | 1-24-06 |
| Revised: | 1-3-07 |
| Reviewed: | 1-8-08 |
| Reviewed: | 1-5-09 |
| Reviewed: | 1-8-10 |
| Reviewed: | 1-3-11 |
| Reviewed: | 1-3-12 |
| Reviewed: | 1-4-13 |
| Reviewed: | 2-11-14 |
| Reviewed: | 2-11-15 |

BUILDINGS AND GROUNDS PROCESSES

FREEPORT SCHOOL DISTRICT # 145

Processes # 703 CHALK BOARD CLEANING

Clarification: To insure that all chalk boards are cleaned correctly and work properly to assist in the education process

Processes: Frequency of cleaning of chalk board and trays will determined by the amount of use, teachers request and at a minimum once a week. The only approved cleaning products that shall be used on chalk board shall be clean water or chalk board cleaner.

| | |
|-----------|---------|
| Original: | 9-23-99 |
| Reviewed: | 1-5-04 |
| Reviewed: | 1-24-06 |
| Reviewed: | 1-3-07 |
| Reviewed: | 1-7-08 |
| Reviewed: | 1-5-09 |
| Reviewed: | 1-8-10 |
| Reviewed: | 1-3-11 |
| Reviewed: | 1-3-12 |
| Reviewed: | 1-4-13 |
| Reviewed: | 2-11-14 |
| Reviewed: | 2-11-15 |

BUILDINGS AND GROUNDS PROCESSES

FREEPORT SCHOOL DISTRICT # 145

Processes # 704 CLEANING OF THE OUTSIDES OF BUILDINGS

Clarification: To insure that each school is a good neighbor and presents itself to the public as a value to its tax payers

Processes: Daily sweeps shall be made of the schools exteriors to pick up any and all debris.

If the weather conditions meet any of the parameters listed in Administrative Regulation 465.05 then this Processes is suspended until the next day where the weather conditions are conducive for outdoor activities.

Administrative regulation 464.05 references the following conditions:

1. Freezing rain
2. Snow fall of one inch per hour or greater
3. Snowfall with winds over 40 MPH
4. Air temperature of -25 or lower
5. Wind chill of 20 to 30 degrees below zero
The National Weather Service issues a Wind Chill Advisory at -20 to -30. A Wind Chill Warning is issued at -30 degrees & below.

If such weather conditions do exist custodians shall remain indoors and not be sent outdoors for any reason other than emergencies.

| | |
|-----------|---------|
| Original: | 5-17-01 |
| Reviewed: | 1-5-04 |
| Reviewed: | 1-3-07 |
| Revised: | 2-21-07 |
| Reviewed: | 1-8-08 |
| Reviewed: | 1-8-09 |
| Reviewed: | 1-8-10 |
| Reviewed: | 1-3-11 |
| Reviewed: | 1-3-12 |
| Reviewed: | 1-4-13 |
| Reviewed: | 2-11-14 |
| Reviewed: | 2-10-15 |

BUILDINGS AND GROUNDS PROCESSES

FREEPORT SCHOOL DISTRICT # 145

Processes # 705 CEILING VENTS

Clarification: To insure all indoor air quality (IAQ) is at its best

Processes: The custodial staff shall look up often and observe and remove ceiling dust on any and all objects including ventilation grills.

| | |
|-----------|---------|
| Original: | 9-20-01 |
| Reviewed: | 1-5-04 |
| Reviewed: | 1-24-06 |
| Reviewed: | 1-3-07 |
| Reviewed: | 1-8-08 |
| Reviewed: | 1-5-09 |
| Reviewed: | 1-8-10 |
| Reviewed: | 1-3-11 |
| Reviewed: | 1-3-12 |
| Reviewed: | 1-4-13 |
| Reviewed: | 2-11-14 |
| Reviewed: | 2-11-15 |

BUILDINGS AND GROUNDS PROCESSES

FREEPORT SCHOOL DISTRICT # 145

Processes # 706 CLEANING CARPETS

Clarification: To insure that all district carpets are clean

Processes: All district carpets shall be cleaned a minimum of once yearly.
The Director of Facilities and Grounds may need to make certain
exceptions to this Process during times of fiscal uncertainty.
The Director of Facilities and Grounds also reserves the right to
hire vendor(s) to clean carpets as needed.

| | |
|-----------|---------|
| Original: | 9-20-01 |
| Reviewed: | 1-5-04 |
| Reviewed: | 1-24-06 |
| Reviewed: | 1-3-07 |
| Reviewed: | 1-8-08 |
| Reviewed: | 1-5-09 |
| Reviewed: | 1-8-10 |
| Reviewed: | 1-3-11 |
| Reviewed: | 1-3-12 |
| Revised: | 1-4-13 |
| Reviewed: | 2-11-14 |
| Reviewed: | 2-11-15 |

BUILDINGS AND GROUNDS PROCESSES

FREEPORT SCHOOL DISTRICT # 145

Processes # 707 CLOSED BATHROOMS

Clarification: To insure the safety of all building occupants

Processes: In the event that a custodian closes a bathroom for any reason
 the bathroom shall remain closed until such time the custodian
 reopens the bathroom. Under no circumstance shall anyone
 enter a closed bathroom.

| | |
|-----------|----------|
| Original: | 10-18-01 |
| Reviewed: | 1-5-04 |
| Reviewed: | 1-24-06 |
| Reviewed: | 1-4-07 |
| Reviewed: | 1-8-08 |
| Reviewed: | 1-5-09 |
| Reviewed: | 1-8-10 |
| Reviewed: | 1-3-11 |
| Reviewed: | 1-3-12 |
| Reviewed: | 1-4-13 |
| Reviewed: | 4-14-14 |
| Reviewed: | 2-11-15 |

BUILDINGS AND GROUNDS PROCESSES

FREEPORT SCHOOL DISTRICT # 145

Processes # 708 STREET LOCKER, CLASSROOM DESKS AND LOCKER ROOM CLEANING

Clarification: To insure that all lockers and desks are clean and sanitary

Processes: Using the IDPH guide line and IPM document we recommend that street lockers and desks are cleaned out once a semester. We further recommend that all gym lockers are emptied during the Christmas and spring break so lockers can be re-cleaned and sanitized

| | |
|-----------|----------|
| Original: | 11-15-01 |
| Reviewed: | 1-5-04 |
| Reviewed: | 1-24-06 |
| Revised: | 1-6-07 |
| Reviewed: | 1-8-08 |
| Revised: | 1-5-09 |
| Reviewed: | 1-8-10 |
| Reviewed: | 1-3-11 |
| Reviewed: | 1-3-12 |
| Reviewed: | 2-11-14 |
| Reviewed: | 2-11-15 |

BUILDINGS AND GROUNDS PROCESSES

FREEPORT SCHOOL DISTRICT # 145

Processes # 709 AED CLEANING

Clarification: To insure that lifesaving equipment is readily available in all district buildings.

Processes: All AED's (with the exception of the FJH theater one) shall be in their AED cabinets with the alarm activated. Each building principal has been provided a key for the cabinet alarm.

Custodial staff should check often to make sure the unit is ready for use by making sure the black "X" is flashing on the unit. A RED "X" indicates the battery is dead.

Units should not be turned on except in an emergency to prevent the data card from filling up with non-life critical data. The custodial staff should dust the inside of the cabinets and its contents as needed. **The building principal is ultimately responsible to insure that the AED is checked monthly and the card attached to the AED is signed in accordance to the safety reports.**

The Director of Facilities and Grounds shall yearly inspect each AED for proper function, check the expiration date of all pads, batteries and the contents of the "jump" bag.

| | |
|-----------|---------|
| Original: | 4-9-01 |
| Reviewed: | 1-5-04 |
| Reviewed: | 1-24-06 |
| Reviewed: | 1-3-07 |
| Reviewed: | 1-8-08 |
| Revised: | 1-5-09 |
| Reviewed: | 1-8-10 |
| Reviewed: | 1-3-11 |
| Reviewed: | 1-3-12 |
| Revised: | 1-4-13 |
| Reviewed: | 2-11-14 |
| Reviewed: | 2-11-15 |

BUILDINGS AND GROUNDS PROCESSES

FREEPORT SCHOOL DISTRICT # 145

Processes # 710 SCHOOLS WITH LIFTS

Clarification: To insure that all lifts work properly when needed by customers

Processes: In any school with lift(s) the head custodians shall test each lift monthly and record that test and forward the results to the Director of Facilities and Grounds monthly.

Each lift needs to be cleaned weekly or more often if needed

Original: 3-21-02

Reviewed: 1-5-04

Revised: 1-7-06

Reviewed: 1-8-08

Reviewed: 1-5-09

Reviewed: 1-8-10

Reviewed: 1-4-11

Reviewed: 1-4-12

Reviewed: 1-4-13

Reviewed: 2-11-14

Reviewed: 2-13-15

BUILDINGS AND GROUNDS PROCESSES

FREEPORT SCHOOL DISTRICT # 145

| | |
|------------------------------------|---|
| Processes# | 711 POLICY AND PROCESSES FOR DAILY/WEEKLY CLEANING OF WOODEN GYM FLOORS |
| Clarification: | to insure that the districts wooden gym floors are taken care of properly. |
| Processes: | A clean floor looks better, is less slippery and the finish will last longer |
| | Daily: Dust mop gym floor thoroughly once per day (more if needed) with dust mop treated with dust mop treatment product. Treat the dust mop and use immediately. You do not need to let the treatment set overnight in the dust mop prior to using. Change dust mop head 1 to 2 times per week. After each use, brush off the mop and hang up, do not leave mop set on floor. |
| | Use a putty knife to remove any gum found on the floor. Spot clean black shoe marks with "UHS cleaner" as needed. Do not use an abrasive pad when spot cleaning, wipe dry after cleaning. |
| <u>Weekly or as needed:</u> | |
| | Complete damp mopping of floor by using cold water and UHS cleaner. This process will remove the hard soils and marks that can build up on the floor. An automatic floor scrubber may be used if it is working properly and your employees are properly trained in its use. |
| Original: | 10-23-99 |
| Reviewed | 3-8-04 |
| Reviewed: | 1-24-06 |
| Reviewed: | 2-20-07 |
| Reviewed: | 1-8-08 |
| Reviewed: | 1-8-10 |
| Reviewed: | 1-4-11 |
| Reviewed: | 1-4-12 |
| Reviewed: | 1-4-13 |
| Reviewed: | 2-11-14 |

BUILDINGS AND GROUNDS PROCESSES

FREEPORT SCHOOL DISTRICT # 145

Processes # 712 - CEILING TILES

Clarification: To insure that the buildings look their best and the staff and students are safe from any possible health hazards

Processes: Upon discovering any dirty, wet or stained ceiling tiles the custodial staff shall remove said tile(s) and check above the ceiling to determine if the wet tiles are a result of a leaking pipe which will require a maintenance worker or if the roof itself is leaking which will require a vendor be contacted. In both cases a work order will need to be submitted unless the leak is of a nature that is truly considered an emergency, then a phone call is requited. Replace all stained tiles as soon as possible them, making proper notifications if needed on why the tiles(s) were wet or damaged.

| | |
|-----------|----------|
| Original: | 9-20-01 |
| Reviewed: | 1-5-04 |
| Reviewed: | 1-24-06 |
| Reviewed: | 1-3-07 |
| Reviewed: | 1-8-08 |
| Reviewed: | 1-5-09 |
| Reviewed: | 1-8-10 |
| Reviewed: | 1-4-11 |
| Reviewed: | 1-4-12 |
| Reviewed: | 1-4-13 |
| Reviewed: | 2-11-14 |
| Reviewed: | 2-13-15 |
| Revised: | 12-15-15 |

BUILDINGS AND GROUNDS PROCESSES

FREEPORt SCHOOL DISTRICT # 145

Processes # 715 CLEANING PROMETHEAN ACTIVBOARDS

Clarification: To clarify the correct Processes on cleaning Activboard

Processes: Do not use abrasive powders, soap, detergents or petroleum based cleaners or solvents on the Activboard surface. The manufacture of the boards recommends that the boards be cleaned with "swifter dust and shine".

Water based cleaners containing ammonia, vinegar or citrus (e.g., glass and counter cleaners) that leave no residual film are acceptable as a second choice. Please check the contents on the container label prior to use or clean and test a small area before cleaning the entire surface.

Stubborn stains or accumulations from other contaminants such as fingerprint oil, dirt, dust or use of grease, pencil or permanent markers may require use of a detergent cleaner and a soft bristle brush. After such a cleaning it will be necessary to clean the surface two or more times with the approved whiteboard cleaner or denatured alcohol.

Scratches cannot be repaired or removed and will make ink and stain removal to that area difficult. Do not use metal brushes, scrapers or cleaning cloths whose prior use is questionable.

A polish with standard household spray polish will restore the smooth writing surface after cleaning.

The surface of the Activboard is made to very high standards of durability. In normal use you can expect satisfactory results every time with proper maintenance.

| | |
|-----------|---------|
| Original: | 1-4-10 |
| Reviewed: | 1-4-11 |
| Reviewed: | 1-4-12 |
| Reviewed: | 1-4-13 |
| Reviewed: | 2-11-14 |
| Reviewed: | 2-13-15 |

BUILDINGS AND GROUNDS PROCESSES

FREEPORT SCHOOL DISTRICT # 145

Processes # 716 Bed bugs in schools

Clarification: To insure the custodial staff at each building has the proper processes in place to prevent and remove bed bugs

Where do the bed bugs come from?

Students or staff bringing bed bugs to schools may have infestations at home. Observe students book bags, outer garments and clothes for signs.

Work with parents to:

- promote effective management of bed bugs in homes.
- help prevent new infestations with education.



4

Processes: **What to bed bugs eat?** Human blood only

Do bed bugs jump? No, they only crawl

Where can bed bugs be found? Everywhere from cheap hotels, Expensive hotels, apartments, private homes, theaters, office buildings, buses, taxis, trains, subways, airplane, buses and schools.

Where do the bed bugs come from? Students or staff bringing bed bugs to schools and may have infestations at home. Observe students book bags, outer garments and clothes for signs.

Why do bed bugs cause fear and loathing? The issues of bed bugs in a school can be emotional and generates anxiety in parents, students and school staff. Bed bugs can cause panic and hysteria in a school; don't let this happen to you.

Things to avoid: Overreacting, closing of schools, sending a student home, allowing staff to apply pesticides (unless they are state certified applicators). Wide spread pesticide applications, unless necessary, stigmatizing students.

How can schools be proactive? The formula for success in dealing with bed bugs is to educate everyone. Have a plan of action, following the bed bug management approach: Plan to stay calm, develop policies at the school district level, develop processes and responsibilities staff, and educate all stakeholders.

Code of Practice: Decide how to respond to a single bed bug found on a child. Decide how to respond to one or more bed bugs are found in a classroom. Have a code of practice in place for both situations. Communicate this code of practice to all facility and staff.

Common bed bug myths: You only get bed bugs if you are dirty. Bed bugs are not a sign of sanitary issues. They're after only one thing. They thrive where humans sit still for more than an hour, multi-family housing, hotels, and even schools are prime locations for bed bugs.

Are bed bugs only active at night? While bed bugs prefer darkness, keeping the light on at night won't deter them from biting. They are most active between 2 and 5AM.

Can you identify the bed bug?



1 Tick



2 Tick



3 Bed bug nymph



Carpet Beetle



Cockroach



Adult Bed bug
6



Cockroach nymph
7

Processes for students found with bed bugs:

Discretely remove student from the class.
School Nurse checks clothing and belongings.
Contact the students' parents. Send bed bug information home. Students should not be excluded from school. Schools should not be closed. Prevent bed bug hysteria.

Decide how to respond to a bed bug incident in a classroom.

One bed bug is not an infestation. Breeding infestation in a school is rare. An infested classroom will require professional treatment and parent notification (refer to any state laws that applies)

How to respond to a report of a bed bug:

What are the first things you should do if you think you see a bed bug?

1. Contact your custodian
2. Inspect the area near where the bed bug was found
3. Capture the suspected bug for proper ID (attach to clear tape)
4. Notify school nurse

5. Contact Facilities and Grounds department

How to respond to a report of numerous bed bugs in a classroom:

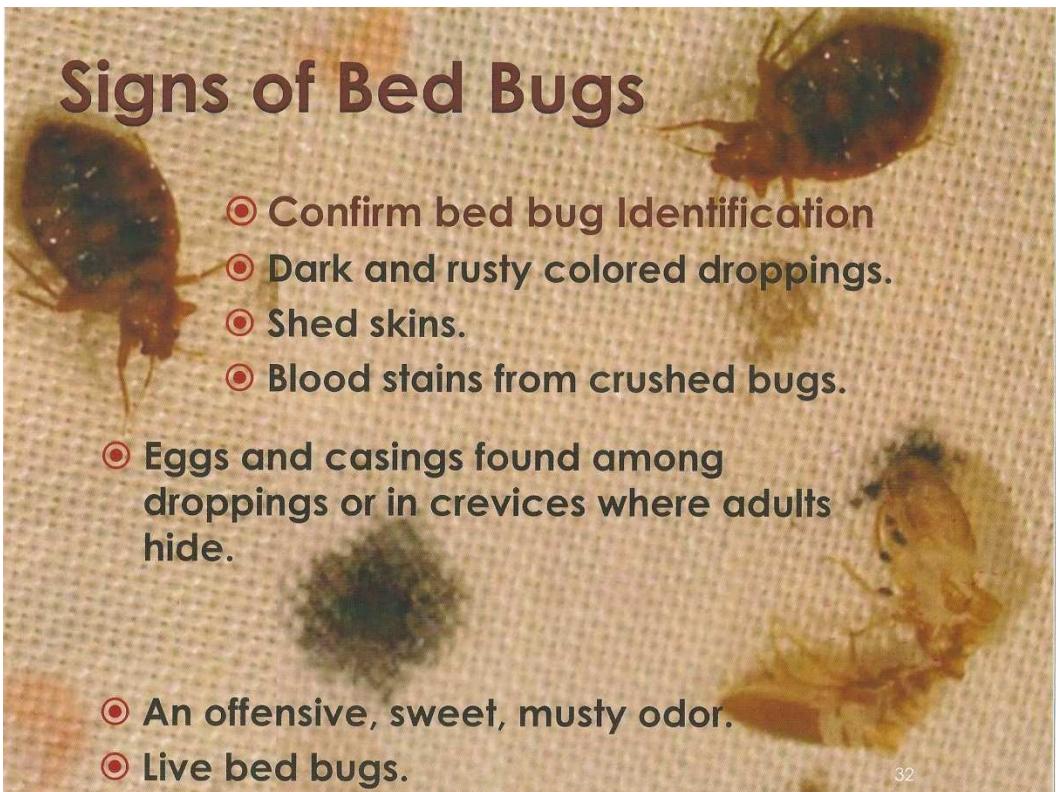
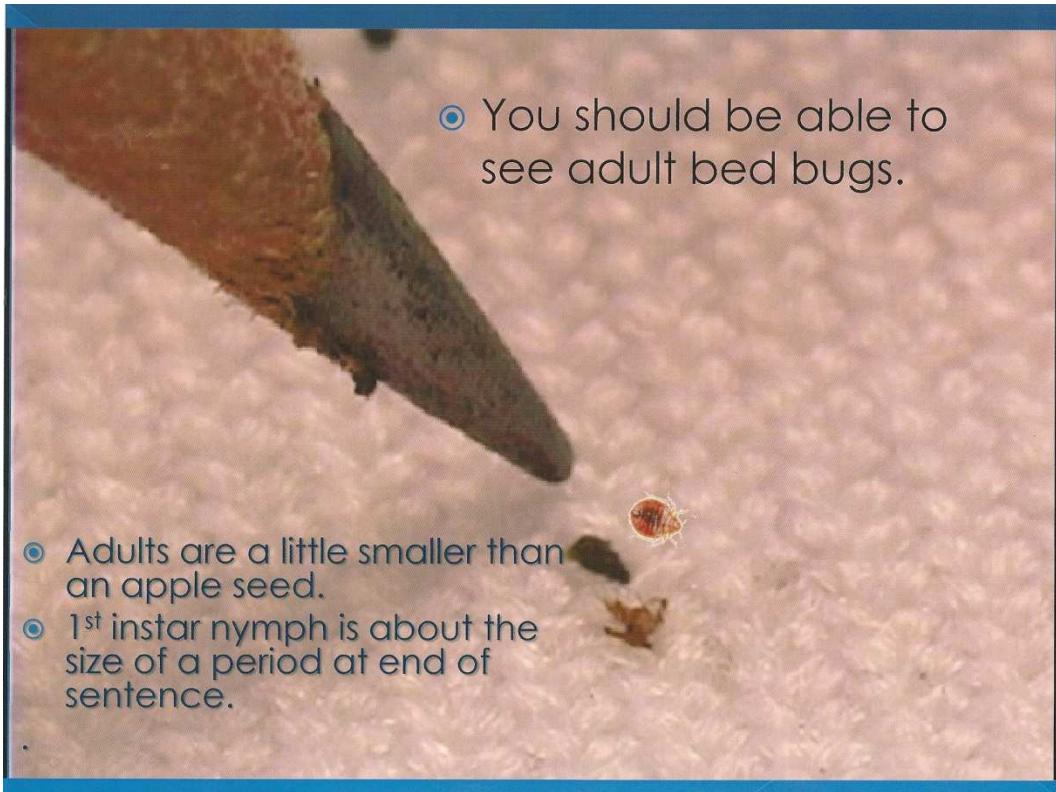
1. Contact your custodian
2. Inspect the area near where the bed bug was found
3. Capture the suspected bug for proper ID (attach to clear tape)
4. Notify school nurse
5. Contact Facilities and Grounds department
6. The building Principal and the Director of Facilities and Grounds will
7. Investigate, verify and make any informed decision on the correct course of action based on their investigation.

Common Bed Bug Myths

You can't see
bed bugs with
the naked eye.

Although they are
tiny, adult bed
bugs are easy to
see.





Bed bug feeding



Flattened from top to bottom

1. hungry



2. feeding



Penetrate skin with beak
and inject an anesthetic

3. full



In 10 Minutes!

20

Bed bug characteristics

- ① Aggregate.
Usually active at night.
- ② Attracted to exhaled CO₂.
- ③ Attracted to body temperature.
- ④ Most travel 15-20 ft to feed.
- ⑤ Adults can survive >6 months without feeding.



Inspecting suspected areas thoroughly inspecting the surrounding area where the bed bug was found. This includes desks, floors, walls and storage areas. Inspect any closets or lockers used to store the person's belongings. Arrange for an inspection by a management professional. Map out bed bug sightings and confirmed findings.



School Bed Bug Hot Spots

- School staff break rest areas.
- Closets and lockers for coats, hats, and backpacks.
- Faculty lounge, office area or nurses office with upholstered furniture or cots.
- Classrooms with upholstered furniture.
- Schools with child care facilities or dormitories.



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Pest Prevention

- Seal up all cracks, holes, outlets
- Eliminate all harborages (clutter)
- Well maintained facility
- Well educated staff
- Well educated parents



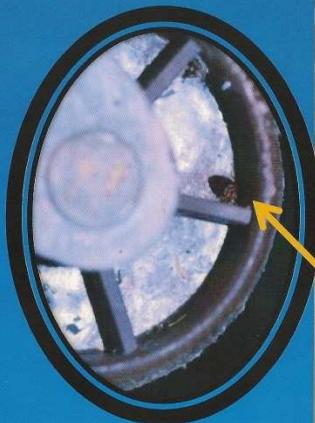
Eliminate Clutter / Harborage

- The bed bug's ability to hide is one of the main reasons why it is such a formidable opponent.
Clutter removal is an essential part of bed bug elimination.



39

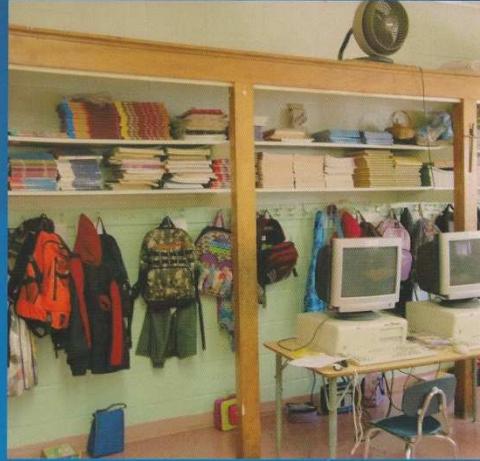
Unusual Harborage



31

Basic Bed Bug Prevention Steps in School

- Educate staff about bed bugs and school IPM.
- Inspect room regularly.
- Reduce clutter.
- Clean and vacuum regularly.
- Isolate student belongings in clear plastic bags or bins
- Reduce items brought back and forth from school.



38

Limit the Items Being Brought into School...

...will reduce the chances of bed bugs being brought in.



- Identify items to leave at school until the end of the school year.
- Identify items, such as books, that can be left at home until the end of the year.
- Ask parents to frequently heat-dry bed linens, jackets, backpacks and clothes.

40

The Alternatives

- The most effective bed bug treatments use IPM, combining conventional products with eco-friendly alternatives to thoroughly kill the insects.
- After sanitation, maintenance and use of physical barriers, there are two other categories of non-chemical solutions to kill bed bugs:
 - Temperature
 - Bio-based



44



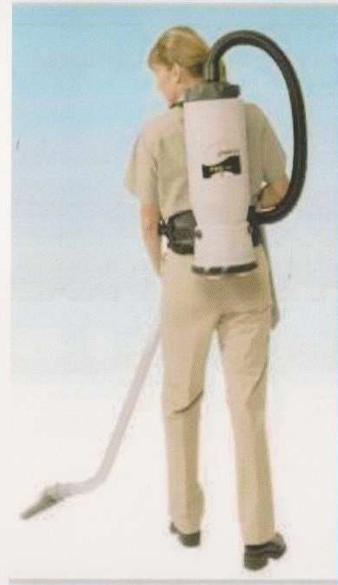
Managing bed bugs: **1. Sanitation**

Use control tactics consistent with school IPM guidelines and regulations.

Include nonchemical approaches such as, cleaning, vacuuming, reducing clutter, trapping.

45

Vacuuming



- **Vacuuming is a very effective way to control bed bugs.**
- A thorough vacuuming may be needed with special attention to cracks and crevices in furniture and equipment, walls and floors. Vacuum talcum powder will inhibit bugs from crawling out of vacuum.
- Properly dispose of filter and/or bags and contents. (seal in plastic bag).

46

Good ‘Ole Fashioned Washing

- Bleach and ammonia may not be effective against bed bugs.
- Soap and water is effective for removing bed bugs, eggs and debris from surfaces.



48

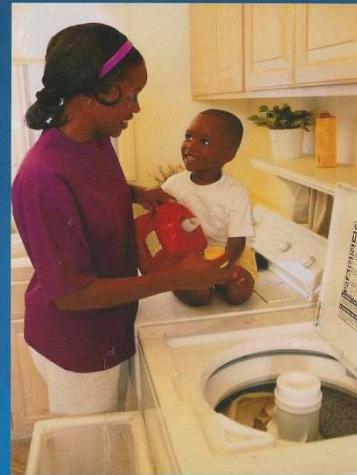
Instruct Parents about : Laundry

Laundering is a very effective bed bug control method.

Wash and dry on the highest heat that the fabric can stand for 60 minutes.

The heat in a clothes dryer is extremely effective at killing bed bugs and eggs.

Clothing, linens and other items that cannot be washed - dry on high heat for 20-30 minutes.



53

| | |
|-----------|---------|
| Original: | 9-10-12 |
| Reviewed: | 1-4-13 |
| Reviewed: | 2-11-14 |
| Reviewed: | 2-13-15 |

BUILDINGS AND GROUNDS PROCESSES

FREEPORT SCHOOL DISTRICT # 145

Processes #

717 BLOOD BORNE PATHOGEN PROCESSES

Clarification

To insure the safety of all building occupants, to clarify and define what a "spill" is and to clarify how to properly clean a "spill"

Processes:

The spills that call for Blood borne Pathogen processes are the size of a grapefruit or softball or larger. Any spills smaller than a grapefruit or softball does not need to abide by the following.

To clean the area put on personal protective gear such as gloves and goggles, spray area with Virex liberally and let set for 5 minutes. Put absorbent on, clean area, spray again with Virex, and wipe down.

Yearly or as designated by Human Resources each employee shall take and pass an on line course on blood borne pathogens.

Original: 10-27-10
Reviewed: 1-4-11
Reviewed: 1-4-12
Revised: 1-8-13
Reviewed: 2-11-14
Reviewed: 2-13-15

BUILDINGS AND GROUNDS PROCESSES

FREEPORT SCHOOL DISTRICT # 145

Processes # 718 SQUARE SCRUBBERS

Clarification To clearly define the use and operation of the square scrubber in regards to removal of floor wax without using harsh chemicals and use in bathrooms with ceramic tile floor.

Processes: The red square scrubber machines are being implemented to improve the cleaning of our floors by not having to use harsh chemicals, lessening the time the process takes, being more fiscally responsible and being more environmentally friendly.

Please review this video for clarification on how to properly strip/clean a vinyl floor and how to operate the machine.

<http://www.squarescrub.com/VCTHT>

If you desire to “wet” strip floor finish from the floor VS dry stripping you shall use either clean fresh water or custodial product “stride”

Original: 6-4-13
Reviewed: 2-11-14
Reviewed: 2-13-15

BUILDINGS AND GROUNDS PROCESSES

FREEPORT SCHOOL DISTRICT # 145

Processes # 720 BOILER ROOM DOORS

Clarification To insure the safety of all building occupants and conform to regulations from the ROE and life safety regulations

Processes: Boiler room doors **shall** be locked at all times

| | |
|-----------|---------|
| Original: | 9-23-99 |
| Reviewed: | 1-5-04 |
| Reviewed: | 1-24-06 |
| Reviewed: | 1-3-07 |
| Reviewed: | 1-7-08 |
| Reviewed: | 1-8-09 |
| Reviewed: | 1-8-10 |
| Reviewed: | 1-4-12 |
| Reviewed: | 1-4-13 |
| Reviewed: | 2-11-14 |
| Reviewed: | 2-13-15 |

BUILDINGS AND GROUNDS PROCESSES

FREEPORT SCHOOL DISTRICT # 145

Processes # 721 LUBRICATION OF DOORS, LOCKS AND HARDWARE

Clarification: To insure that all door hardware works properly

Processes: The custodial staff shall apply district supplied and approved door lubricant to door hardware 3 times per year (October, March, and July). All mechanical door parts should have this lubricant applied. The lock should not be lubricated.

Lubricant can be ordered via the computer system.

| | |
|-----------|---------|
| Original: | 9-23-99 |
| Reviewed: | 1-5-04 |
| Reviewed: | 1-24-06 |
| Reviewed: | 1-30-07 |
| Reviewed: | 1-8-08 |
| Reviewed: | 1-5-09 |
| Revised: | 2-17-10 |
| Reviewed: | 1-4-11 |
| Reviewed: | 1-4-12 |
| Reviewed: | 1-4-13 |
| Reviewed: | 2-11-14 |
| Reviewed: | 2-13-15 |

BUILDINGS AND GROUNDS PROCESSES

FREEPORT SCHOOL DISTRICT # 145

Processes #

722 NON TRADITIONAL FURNITURE IN CLASSROOMS

Clarification:

To define the staff/custodial responsibilities in regards to nontraditional items in classrooms

Processes:

If a staff member elects to put nontraditional furniture in their classroom that staff member has responsibly to insure that said furniture or items are clean, safe, presentable to students, staff and guests. Items need to be stain free and in good condition. Rugs must be in good condition and present no slip, trip hazards.

The staff member is responsible clean the item(s) as needed or once a year. Staff members who bring items into the school are also responsible to have the item(s) treated with a fire retardant chemical. Once the item(s) are treated the staff member must report that treatment(s) to the Principal of the building. The building Principal shall send a letter to the ROE and have a copy of said letter on file in the main office stating that the item(s) have been fire treated.

Cloth bean bag chairs should not be in any building due to the inability to properly clean/disinfect them properly.

If any custodian is concerned with any nontraditional furniture they should report that concern to the Director of Facilities and Grounds. All state rules and regulations take precedence over any local rules and regulations in regards to the safety or fire potential of nontraditional furnishings.

| | |
|-----------|---------|
| Original: | 3-16-00 |
| Reviewed: | 1-5-04 |
| Reviewed: | 1-24-06 |
| Reviewed: | 1-3-07 |
| Reviewed: | 1-8-08 |
| Revised: | 1-5-09 |
| Reviewed: | 1-8-10 |
| Reviewed: | 1-4-11 |
| Reviewed: | 1-4-12 |
| Reviewed: | 1-4-13 |
| Reviewed: | 2-11-14 |
| Reviewed: | 2-13-15 |

BUILDINGS AND GROUNDS PROCESSES

FREEPORT SCHOOL DISTRICT # 145

Processes # 723 TAPE ON ANY FLOORS

Clarification: To insure that all floors look their best, no damages are done to floors and the educational process is not interrupted

Processes: There is no such thing as "floor" safe tape. No tape should be put on any floors within the district. If tape is found on any floor the custodian shall find the staff member in question and offer the suggestion listed below and ask them to remove the tape from the flooring immediately.

If lines need to be drawn on floors the staff should use water color paint. This can be easily refreshed, changed or removed.

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|-----------|---------|
| Original: | 7-13-01 |
| Reviewed: | 1-5-04 |
| Reviewed: | 1-24-06 |
| Reviewed: | 1-3-07 |
| Revised: | 1-8-08 |
| Revised: | 1-5-09 |
| Reviewed: | 1-8-10 |
| Reviewed: | 1-4-11 |
| Reviewed: | 1-4-12 |
| Reviewed: | 1-4-13 |
| Reviewed: | 2-11-14 |
| Reviewed: | 2-13-15 |

BUILDINGS AND GROUNDS PROCESSES

FREEPORT SCHOOL DISTRICT # 145

Processes # 724 BLOCKED OR DISABLED UNIVENTS

Reason: To insure that each class room is receiving the proper amount of makeup air, heat and the mechanical equipment is being used properly

Processes: Uninvents are to be turned on at all times and not blocked in any fashion

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|-----------|----------|
| Original: | 10-18-01 |
| Reviewed: | 1-5-04 |
| Reviewed: | 1-24-06 |
| Reviewed: | 1-4-07 |
| Reviewed: | 1-8-08 |
| Revised: | 1-5-09 |
| Reviewed: | 1-8-10 |
| Reviewed: | 1-4-11 |
| Reviewed: | 1-5-12 |
| Reviewed: | 1-8-13 |
| Reviewed: | 2-11-14 |
| Reviewed: | 2-13-15 |

BUILDINGS AND GROUNDS PROCESSES

FREEPORT SCHOOL DISTRICT # 145

Processes # 725 HIGH WIND, FLAGS

Clarification: To insure that flags are not damaged by high winds

Processes: All buildings shall take down their flags at dusk each night unless the flag pole is lit. The flag shall be put up at sunrise each day. If high winds come up the flag should be taken down so it is not damaged

In the event that during the weekend or holiday high winds develop a custodian may return to school that has a flag out all weekend and take down the flag so it is not damaged. Payment for this service would be based on any contractual verbiage.

| | |
|-----------|---------|
| Original: | 3-21-02 |
| Reviewed: | 1-5-04 |
| Reviewed: | 1-7-06 |
| Reviewed: | 1-21-07 |
| Reviewed: | 1-8-08 |
| Reviewed: | 1-9-09 |
| Reviewed: | 1-8-10 |
| Reviewed: | 1-4-11 |
| Reviewed: | 1-5-12 |
| Reviewed: | 1-4-13 |
| Reviewed: | 2-11-14 |
| Reviewed: | 2-14-15 |

BUILDINGS AND GROUNDS PROCESSES

FREEPORT SCHOOL DISTRICT # 145

Processes # 726 PEST CONTROL

Reason: To control the bugs and insects in each building

Processes: Each building shall follow the guidelines of the Illinois Department of Public Health's "integrated management of structural pest in schools" (IPM). This publication can be downloaded from the following sight:
<http://www.idph.state.il.us/envhealth/entpestfshts.htm>

When approached by a staff member about pest issues go look at the staffs work area. Is it cluttered or untidy? Are there many things on the floor where pests can hide? Is there any standing water? Plants? Food out in the open or not sealed in rubber containers? Cardboard boxes? Are there open windows without screens? Open ceiling tiles or cables hanging down? Poor exterior door seals? Are any caulked areas inside or out in poor working condition? Are there outdoor plantings near the classroom? Are there trees that overhang the area or building? Are there outdoor lights near?

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|-----------|---------|
| Original: | 1-18-01 |
| Reviewed: | 1-5-04 |
| Reviewed: | 1-24-06 |
| Reviewed: | 1-5-07 |
| Reviewed: | 1-8-08 |
| Reviewed: | 1-5-09 |
| Reviewed: | 1-8-10 |
| Revised: | 9-24-10 |
| Reviewed: | 1-4-11 |
| Reviewed: | 1-5-12 |
| Reviewed: | 1-4-13 |
| Reviewed: | 2-11-14 |
| Reviewed: | 2-13-15 |

BUILDINGS AND GROUNDS PROCESSES

FREEPORT SCHOOL DISTRICT # 145

Processes # 727 FOOD IN CLASSROOMS AND EATING IN CLASSROOMS

Clarification: To control pests and insects in buildings

Processes: We request that all buildings follow the guidelines as outlined by IDPH at the below web sight

<http://www.idph.state.il.us/envhealth/entpestshts.htm>

The Director of Faculties and Grounds reserves the right to amend or suspended this Processes when it benefits the student(s) involved.

| | |
|-----------|----------|
| Original: | 11-15-01 |
| Reviewed: | 1-5-04 |
| Reviewed: | 1-24-06 |
| Reviewed: | 1-5-07 |
| Reviewed: | 1-8-08 |
| Revised: | 1-5-09 |
| Reviewed: | 1-8-10 |
| Reviewed: | 1-4-11 |
| Reviewed: | 1-5-12 |
| Reviewed: | 1-8-13 |
| Reviewed: | 2-11-14 |
| Reviewed: | 2-13-15 |

BUILDINGS AND GROUNDS PROCESSES

FREEPORT SCHOOL DISTRICT # 145

Processes # 728 CLOSED BLEACHERS

Clarification: To ensure that damages are not done to bleachers

Processes: At no time shall anyone be on bleachers when they are in the closed position or partially opened. Bleachers in the closed position or partially opened position have no structural strength and any weight applied to closed bleachers can cause serious damages to the bleachers.

The only time bleachers shall be occupied is when they are **fully** opened.

Original: 6-22-10
Reviewed: 1-4-11
Revised: 1-6-12
Reviewed: 1-4-13
Reviewed: 2-11-14
Reviewed: 2-13-15

BUILDINGS AND GROUNDS PROCESSES

FREEPORT SCHOOL DISTRICT # 145

Processes # 729 ANIMALS IN SCHOOLS

Clarification: TO INSURE THAT INDOOR AIR QUALITY (IAQ) IS AT ITS BEST
SO WE PROMOTE A HEALTHY LEARNING ENVIRONMENT.

Processes: There should be no permanent pets in any classrooms. Many animals are known to have a direct negative effect or triggers of those staff and students who may or may not have respiratory issues.

Original: 7-8-10
Reviewed: 1-4-11
Reviewed: 1-6-12
Reviewed: 1-7-13
Reviewed: 2-11-14
Reviewed: 2-13-15

BUILDINGS AND GROUNDS PROCESSES

FREEPORT SCHOOL DISTRICT # 145

| | |
|----------------|---|
| Processes # | 730 REDUCING ISSUES WITH ASTHMA |
| Clarification: | To maintain and improve the Indoor Air Quality (IAQ). The goal is to keep both students and staff healthy and both in school so there is continuity of educational services across the board. |
| Processes: | <p><i>An average of one out of every 10 school-age children now has asthma and the percentage of children with asthma is rising more rapidly in preschool-age children than in any other age groups according to the most current medical documentation. Asthma is a leading cause of school absenteeism due to a chronic condition, accounting for nearly 13 million missed school days per year. Asthma also accounts for many nights of interrupted sleep, limits activity and disrupts family and caregivers routines.</i></p> <p><i>Environmental asthma triggers commonly found in schools building include respiratory viruses; cockroaches and other pests; mold resulting from excess moister in the building; dander from animals in the classroom,; and dander brought in on clothing from animals at home, secondhand smoke and dust mites are the other known environmental asthma triggers found in schools. Children with asthma may be affected by other pollutant from sources found inside schools, such as unvented stoves or heaters and common products including chemicals, cleaning agents, perfumes, pesticides and sprays. In additions, opt door environmental asthma triggers, like ozone and particle pollution, or bus exhaust, can affect children with asthma while at school, students with uncontrolled asthma often</i></p> |

miss more schools and have poor academic performance than healthy students.

With the help of strong schools asthma management programs, students with asthma can have equally good school attendance. When asthma is well controlled, students are ready to learn.

The most effective method to control exposure to animal allergens is to keep your school free of warm-blooded animals.

It is important to keep classrooms free of clutter, to dust regularly and to wash items frequently that attract dust¹.

Schools are built with sterility in mind. They are constructed mostly of brick, concrete and tile. We then add furniture, carpets, drapes, and other house hold items. We encourage staff to make all attempts to keep the classrooms as sterile as possible. We discourage staff from adding carpets, rugs, draperies, etc. from being added to the classrooms.

Ventilation should be running at all times where applicable. Ventilation systems should not be obstructed by anything. Opening a classroom window for about 5 minutes during times that the heat is running a few times a day is very beneficial to the room's occupants. Temperature in class rooms should be set at 68 degrees.

All the custodial supplies are certified "green" products. The district constantly improves their cleaning supplies so that we are using the best and most modern supplies available. We use microfiber cleaning products in order to collect the most dust possible.

Computerized work orders are generated at established intervals for things such as air filter replacement and other preventative work.

Here are some common issues, and questions to ask yourself about your area or classroom:

¹ Source EPA Indoor Air Quality (IAQ) tools for schools

Problem: Unsanitary conditions can attract insects and vermin, leading to health issues.

Questions to ask: Is trash removed daily? Is food kept in the classroom overnight? Is food kept in air tight containers?

Problem: Carpet, rather than hard floors, contains moisture which attracts dust mites and can promote the growth of mold. Allergens such as pollen, dust and animal dander can be hard to clean out of carpet.

Questions to ask: What type of flooring is in the school? How are they cleaned, and how often?

Problem: Animals in the classroom can aggravate asthma and cause allergic reactions.

Questions to ask: Are pets kept in the classroom? Are they kept near ventilation systems (which could circulate fur and dander)? Even if asthma and dander are less of an issue: Are cages cleaned regularly?

Problem: Some solvents, inks, glues, varnishes and paints used in arts and crafts emit toxic chemicals.

Questions to ask: Are the supplies used non-toxic? Are they stored in tightly sealed containers?

Problem: Science experiments in high school often require toxic substances.

Questions to ask: How well is the science lab ventilated? Where possible, are diluted substances used? Are the substances stored outside the class?

Problem: The dust from chalk can cause asthma symptoms, and whiteboard markers can emit volatile organic compounds.

Questions to ask: If there are blackboards in the classroom, is low-dust chalk used? In the case of whiteboards, are the markers low-VOC? Could an overhead projector (with odorless markers) or a Smart Board (computerized whiteboard) be used instead?

Problem: Locker rooms, with their potential for humidity, standing water, and damp, dirty clothing, can be breeding grounds for mold. Also, disinfectants must be used, but appropriately.

Questions to ask: Are exhaust fans used to remove moisture? Are chemical cleaners and disinfectants used when the rooms are not occupied, and sprayed on surfaces, rather than in the air?

Other questions:

Is there a no-idling policy for school bus drivers and parents?
Are there barrier floor mats at school entrances to collect dust and allergens? How often are they cleaned and vacuumed?
Are the least hazardous cleaning supplies used, and is work with toxic and odorous materials done when the school is not occupied by students?

Is the area ventilated well afterward?

Is a scent-free policy in effect?

| | |
|-----------|----------|
| Original | 11-17-10 |
| Reviewed | 1-4-11 |
| Reviewed | 1-6-12 |
| Reviewed: | 1-8-13 |
| Reviewed: | 2-11-14 |
| Reviewed: | 2-13-15 |

BUILDINGS AND GROUNDS PROCESSES

FREEPORT SCHOOL DISTRICT # 145

Processes #

732 Recycling

Clarification:

To maintain and improve our environment

Processes:

All staff and students will be provided with the required information and resources to recycle as much refuse as possible.

Each building will receive a minimum of one trash dumpster, a recycling dumpster and a secured shredding document container (NO keys will be issued for these shredding document containers). If any building has a large amount of shredding (that exceeds the shredding containers capability) or needs to have documents shredded and a shredding certification issued, that building must submit a work order via School Dude to make the necessary arrangements for a shredding truck or the shredding certifications.

The vendor will automatically come to each school to empty the secure tote on the first Friday of each month. The tote should be placed next to the dumpster on the last Thursday of the month to insure that it is there when the truck comes very early in the morning.

Each office, work area and classroom will be provided with a recycling receptacle. This receptacle is assigned to the room it's located in. Each building will be responsible for setting up their own recycling program (including how to get the recyclables to the exterior dumpster). It is our recommendation that both the buildings staff and students (where applicable) equally participate in the recycling efforts.

Original:

July 2012

Revised:

August 2012

Reviewed:

1-8-13

Reviewed:

2-11-14

Reviewed:

2-13-15

BUILDINGS AND GROUNDS PROCESSES

FREEPORT SCHOOL DISTRICT # 145

Processes # 733 CUSTODIAL MINUTES

Clarification: To insure that a written record of all meetings are recorded and provide to all that need them

Processes: Minutes from head custodian meetings will be provided and sent out electronically. Each head custodian should insure that his/her staff members see and review the minutes.

| | |
|-----------|----------|
| Original: | 11-18-99 |
| Reviewed: | 1-5-04 |
| Reviewed: | 1-24-06 |
| Reviewed: | 1-3-07 |
| Reviewed: | 1-8-08 |
| Reviewed: | 1-5-09 |
| Reviewed: | 1-8-10 |
| Reviewed: | 1-5-11 |
| Reviewed: | 1-10-12 |
| Reviewed: | 1-11-13 |
| Reviewed: | 2-11-14 |
| Reviewed: | 2-13-15 |

BUILDINGS AND GROUNDS PROCESSES

FREEPORT SCHOOL DISTRICT # 145

Processes # 740 DO'S AND DON'TS FOR HANGING ITEMS IN A SCHOOL

Clarification: To insure that items are not damaged or destroyed

Processes: Please only write on things that should be written on. If you would not write on something in your home, please do not write on it in your school. Examples of items that should not be written on are, walls, ceiling/tiles, desk tops, door frames, etc.

Please only attach things in your school with the proper attaching mechanisms. Please attach items with staples, push pins or the 3M easy remove hangers. Adhesives such as hot glue, gorilla glue, etc. shall not be used in schools

Original: 8-25-14
Reviewed: 2-13-15

BUILDINGS AND GROUNDS PROCESSES

FREEPORT SCHOOL DISTRICT # 145

Processes # 741 Custodial products and Use

Reason: To insure that everyone knows that products are available and what their intended use are. MSDS safety data sheets are included with each product

Processes:

BUILDINGS AND GROUNDS PROCESSES

FREEPORT SCHOOL DISTRICT # 145

Processes # 745 Scabies

Reason: To insure the custodial staff at each building has the proper processes in place in regards to scabies



<http://www.dph.illinois.gov/topics-services/diseases-and-conditions/diseases-a-z-list/scabies>

Processes:

What is scabies?

Scabies is an infestation of the skin by the human itch mite (*Sarcoptes scabiei* var. *hominis*). The microscopic scabies mite burrows into the upper layer of the skin where it lives and lays its eggs. The most common symptoms of scabies are intense itching and a pimple-like skin rash. The scabies mite usually is spread by direct, prolonged, skin-to-skin contact with a person who has scabies.

Scabies is found worldwide and affects people of all races and social classes. Scabies can spread rapidly under crowded conditions where close body and skin contact is frequent. Institutions such as nursing homes, extended-care facilities, and prisons are often sites of scabies outbreaks. Child care facilities also are a common site of scabies infestations.

What is crusted (Norwegian) scabies?

Crusted scabies is a severe form of scabies that can occur in some persons who are immunocompromised (have a weak immune system), elderly, disabled, or debilitated. It is also called Norwegian scabies. Persons with crusted scabies have thick crusts of skin that contain large numbers of scabies mites and eggs. Persons with crusted scabies are very contagious to other persons and can spread the infestation easily both by direct skin-to-skin contact and by contamination of items such as their clothing, bedding, and furniture. Persons with crusted scabies may not show the usually signs and symptoms of scabies such as the characteristic rash or itching (pruritus). Persons with crusted scabies should receive quick and aggressive medical treatment for their infestation to prevent outbreaks of scabies.

How soon after infestation do symptoms of scabies begin?

If a person has never had scabies before, symptoms may take as long as 4-6 weeks to begin. It is important to remember that an infested person can spread scabies during this time, even if he/she does not have symptoms yet.

In a person who has had scabies before, symptoms usually appear much sooner (1-4 days) after exposure.

What are the signs and symptoms of scabies infestation?

The most common signs and symptoms of scabies are intense itching (pruritus), especially at night, and a pimple-like (papular) itchy rash.

The itching and rash each may affect much of the body or be limited to common sites such as the wrist, elbow, armpit, webbing between the fingers, nipple, penis, waist, belt-line, and buttocks. The rash also can include tiny blisters (vesicles) and scales. Scratching the rash can cause skin sores; sometimes these sores become infected by bacteria.

Tiny burrows sometimes are seen on the skin; these are caused by the female scabies mite tunneling just beneath the surface of the skin. These burrows appear as tiny raised and crooked (serpiginous) grayish-white or skin-colored lines on the skin surface. Because mites are often few in number (only 10-15 mites per person), these burrows may be difficult to find. They are found most often in the webbing between the fingers, in the skin folds on the wrist, elbow, or knee, and on the penis, breast, or shoulder blades.

The head, face, neck, palms, and soles often are involved in infants and very young children, but usually not adults and older children.

Persons with crusted scabies may not show the usual signs and symptoms of scabies such as the characteristic rash or itching (pruritus).

How did I get scabies?

Scabies usually is spread by direct, prolonged, skin-to-skin contact with a person who has scabies. Contact generally must be prolonged; a quick handshake or hug usually will not spread scabies. Scabies is spread easily to sexual partners and household members. Scabies in adults frequently is sexually acquired. Scabies sometimes is spread indirectly by sharing articles such as clothing, towels, or bedding used by an infested person; however, such indirect spread can occur much more easily when the infested person has crusted scabies.

How is scabies infestation diagnosed?

Diagnosis of a scabies infestation usually is made based on the customary appearance and distribution of the rash and the presence of burrows. Whenever possible, the diagnosis of scabies should be confirmed by identifying the mite, mite eggs, or mite fecal matter (scybala). This can be done by carefully removing a mite from the end of its burrow using the tip of a needle or by obtaining skin scraping to examine under a microscope for mites, eggs, or mite fecal matter. It is important to remember that a person can still be infested even if mites, eggs, or fecal matter cannot be found; typically fewer than 10-15 mites can be present on the entire body of an infested person who is otherwise healthy. However, persons with crusted scabies can be infested with thousands of mites and should be considered highly contagious.

How long can scabies mites live?

On a person, scabies mites can live for as long as 1-2 months. Off a person, scabies mites usually do not survive more than 48-72 hours. Scabies mites will die if exposed to a temperature of 50°C (122°F) for 10 minutes.

Can scabies be treated?

Yes. Products used to treat scabies are called scabicides because they kill scabies mites; some also kill eggs. Scabicides to treat human scabies are available only with a doctor's prescription; no "over-the-counter" (non-prescription) products have been tested and approved for humans.

Always follow carefully the instructions provided by the doctor and pharmacist, as well as those contained in the box or printed on the label. When treating adults and older children, scabicide cream or lotion is applied to all areas of the body from the neck down to the feet and toes; when treating infants and young children, the cream or lotion also is applied to the head and neck. The medication should be left on the body for the recommended time before it is washed off. Clean clothes should be worn after treatment.

In addition to the infested person, treatment also is recommended for household members and sexual contacts, particularly those who have had prolonged skin-to-skin contact with the infested person. All persons should be treated at the same time in order to prevent reinfestation. Retreatment may be necessary if itching continues more than 2-4 weeks after treatment or if new burrows or rash continue to appear.

Never use a scabicide intended for veterinary or agricultural use to treat humans!

Who should be treated for scabies?

Anyone who is diagnosed with scabies, as well as his or her sexual partners and other contacts who have had prolonged skin-to-skin contact with the infested person, should be treated. Treatment is recommended for members of the same household as the person with scabies, particularly those persons who have had prolonged skin-to-skin contact with the infested person. All persons should be treated at the same time to prevent reinfestation.

Retreatment may be necessary if itching continues more than 2-4 weeks after treatment or if new burrows or rash continue to appear.

How soon after treatment will I feel better?

If itching continues more than 2-4 weeks after initial treatment or if new burrows or rash continue to appear (if initial treatment includes more than one application or dose, then the 2-4 time period begins after the last application or dose), retreatment with scabicide may be necessary; seek the advice of a physician.

Did I get scabies from my pet?

No. Animals do not spread human scabies. Pets can become infested with a different kind of scabies mite that does not survive or reproduce on humans but causes "mange" in animals. If an animal with "mange" has close contact with a person, the animal mite can get under the person's skin and cause temporary itching and skin irritation. However, the animal mite cannot reproduce on a person and will die on its own in a couple of days. Although the person does not need to be treated, the animal should be treated because its mites can continue to burrow into the person's skin and cause symptoms until the animal has been treated successfully.

Can scabies be spread by swimming in a public pool?

Scabies is spread by prolonged skin-to-skin contact with a person who has scabies. Scabies sometimes also can be spread by contact with items such as clothing, bedding, or towels that have been used by a person with scabies, but such spread is very uncommon unless the infested person has crusted scabies.

Scabies is very unlikely to be spread by water in a swimming pool. Except for a person with crusted scabies, only about 10-15 scabies mites are present on an infested person; it is extremely unlikely that any would emerge from under wet skin.

Although uncommon, scabies can be spread by sharing a towel or item of clothing that has been used by a person with scabies.

How can I remove scabies mites from my house or carpet?

Scabies mites do not survive more than 2-3 days away from human skin. Items such as bedding, clothing, and towels used by a person with scabies can be decontaminated by machine-washing in hot water and drying using the hot cycle or by dry-cleaning. Items that cannot be washed or dry-cleaned can be decontaminated by removing from any body contact for at least 72 hours.

Because persons with crusted scabies are considered very infectious, careful vacuuming of furniture and carpets in rooms used by these persons is recommended.

Fumigation of living areas is unnecessary.

How can I remove scabies mites from my clothes?

Scabies mites do not survive more than 2-3 days away from human skin. Items such as bedding, clothing, and towels used by a person with scabies can be decontaminated by machine-washing in hot water and drying using the hot cycle or by dry-cleaning. Items that cannot be washed or dry-cleaned can be decontaminated by removing from any body contact for at least 72 hours.

My spouse and I were diagnosed with scabies. After several treatments, he/she still has symptoms while I am cured. Why?

The rash and itching of scabies can persist for several weeks to a month after treatment, even if the treatment was successful and all the mites and eggs have been killed. Your health care provider may prescribe additional medication to relieve itching if it is severe. Symptoms that persist for longer than 2 weeks after treatment can be due to a number of reasons, including:

- Incorrect diagnosis of scabies. Many drug reactions can mimic the symptoms of scabies and cause a skin rash and itching; the diagnosis of scabies should be confirmed by a skin scraping that includes observing the mite, eggs, or mite feces (scybala) under a microscope. If you are sleeping in the same bed with your spouse

and have not become reinfested, and you have not retreated yourself for at least 30 days, then it is unlikely that your spouse has scabies.

- Reinfestation with scabies from a family member or other infested person if all patients and their contacts are not treated at the same time; infested persons and their contacts must be treated at the same time to prevent reinfestation.
- Treatment failure caused by resistance to medication, by faulty application of topical scabicides, or by failure to do a second application when necessary; no new burrows should appear 24-48 hours after effective treatment.
- Treatment failure of crusted scabies because of poor penetration of scabicide into thick scaly skin containing large numbers of scabies mites; repeated treatment with a combination of both topical and oral medication may be necessary to treat crusted scabies successfully.
- Reinfestation from items (fomites) such as clothing, bedding, or towels that were not appropriately washed or dry-cleaned (this is mainly of concern for items used by persons with crusted scabies); potentially contaminated items (fomites) should be machine washed in hot water and dried using the hot temperature cycle, dry-cleaned, or removed from skin contact for at least 72 hours.
- An allergic skin rash (dermatitis); or
- Exposure to household mites that cause symptoms to persist because of cross-reactivity between mite antigens.

If itching continues more than 2-4 weeks or if new burrows or rash continue to appear, seek the advice of a physician; retreatment with the same or a different scabicide may be necessary.

If I come in contact with a person who has scabies, should I treat myself?

No. If a person thinks he or she might have scabies, he/she should contact a doctor. The doctor can examine the person, confirm the diagnosis of scabies, and prescribe an appropriate treatment. Products used to treat scabies in humans are available only with a doctor's prescription.

Sleeping with or having sex with any scabies infested person presents a high risk for transmission. The longer a person has skin-to-skin exposure, the greater is the likelihood for transmission to occur. Although briefly shaking hands with a person who has non-crusted scabies could be considered as presenting a relatively low risk, holding the hand of a person with scabies for 5-10 minutes could be considered to present a relatively high risk of transmission. However, transmission can occur even after brief skin-to-skin contact, such as a handshake, with a person who has crusted scabies. In general, a person who has skin-to-skin contact with a person who has crusted scabies would be considered a good candidate for treatment.

To determine when prophylactic treatment should be given to reduce the risk of transmission, early consultation should be sought with a health care provider who understands:

1. the type of scabies (i.e. non-crusted vs crusted) to which a person has been

exposed;

2. the degree and duration of skin exposure that a person has had to the infested patient;
3. whether the exposure occurred before or after the patient was treated for scabies; and,
4. whether the exposed person works in an environment where he/she would be likely to expose other people during the asymptomatic incubation period. For example, a nurse or caretaker who works in a nursing home or hospital often would be treated prophylactically to reduce the risk of further scabies transmission in the facility.

Original: February 8, 2016

BUILDINGS AND GROUNDS PROCESSES

FREEPORT SCHOOL DISTRICT # 145

Processes # 800 MOWING

Reason: To insure that the grounds look their best and we are good neighbors

Processes: It is the custodial staffs responsibility at all times to mow and trim next to the building, signs, around all trees and shrubs and any place that a large mower cannot reach.

Mowing the yards does not interfere with the "educational process" but is discouraged from being done during state testing times. According to a local allergist mowing does not cause grave respiratory distress to staff, students or guests.

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|-----------|----------|
| Original: | 10-18-01 |
| Reviewed: | 1-5-04 |
| Reviewed: | 1-24-06 |
| Reviewed: | 1-4-07 |
| Reviewed: | 1-8-08 |
| Reviewed: | 1-5-09 |
| Reviewed: | 1-8-10 |
| Revised: | 9-10-10 |
| Reviewed: | 1-4-11 |
| Reviewed: | 1-5-12 |
| Reviewed: | 1-4-13 |
| Reviewed: | 2-13-14 |
| Reviewed: | 2-13-15 |

BUILDINGS AND GROUNDS PROCESSES

FREEPORT SCHOOL DISTRICT # 145

Processes # 801 SNOW REMOVAL

Clarification: To insure that all sidewalks are clean and free of snow and ice.

Processes: FHS, FMS and CS day staff may come in early in order to clean up from snow or ice storms. Day custodians at all other buildings shall report to work at their normal time on days where it has snowed or iced. On shifts where the day custodian must clean and or remove snow or salt sidewalks the day shift custodial duties will need to be modified to compensate for the time spent dealing with snow removal and or salting.

Doorways must be cleaned well so a maintenance vehicles can rake the snow back from the door way. Ice melt shall be applied as soon as possible (as needed) to insure that arriving staff and students are not in danger of slip, trips and falls.

Any facility that has new concrete (less than one year old) can **NOT** use salt on the new concrete. Salt use on a sidewalk less than one year old will cause damages to the concrete. You should only use sand on the less than one year old sidewalks. Sand can be ordered by contacting the Facilities and Grounds office manager.

The buildings Head Custodian is responsible to make sure all surfaces are as safe as possible.

Additional snow removal must be done as conditions warrant

Original:1-17-02, Reviewed: 1-5-04, Reviewed:1-24-06,
Reviewed:1-5-07,Reviewed:1-8-08, Revised:1-5-09,Revised:1-8-
10,Reviewed:1-4-11, Reviewed:1-6-12,Revised:1-4-13,
Reviewed:2-11-14, Revised:2-3-15

BUILDINGS AND GROUNDS PROCESSES

FREEPORT SCHOOL DISTRICT # 145

Processes # 802 PLANTINGS, GARDENS, ETC. BY SCHOOL

Reason: To insure that the grounds look their best and we are good neighbors

Processes: If a school, parent group, staff or students plant item(s) at any school/facility it is the responsibility of that school, parent group, staff or students to maintain that area(s) 12 months out of the year. It is not the responsibility of the custodial staff or maintenance staff to care for, maintain or support the area with monetary funds to maintain said items and or area(s).

Original: March 2014
Reviewed: 2-13-15