

**BUILDING AND GROUNDS MAINTENANCE**

**4003**

The Board shall be responsible for the overall care and maintenance of school property. Maintenance and custodial services shall be provided for in the District’s operating budget to keep buildings and grounds clean and safe. Such services shall be conducted in such a manner so that the safety and health of persons using the facilities are protected.

A long-range plan shall be developed by the District and adopted by the Board which defines the patterns and schedule for bringing the District facilities to the level of the standards established for safe and healthful facilities according to mandates of Wisconsin Statutes and ~~the Wisconsin Department of Public Instruction~~ regulations. Such standards include all regulations, State codes, and orders of the Department of ~~Industry, Labor and Human Relations~~ Commerce and the Department of Health and ~~Social~~Family Services, and all applicable local safety and health codes and regulations. The facilities shall be inspected at least annually for potential or demonstrated hazards to safety and health, and hazardous conditions shall be corrected or special arrangements made to provide for safe and healthful facilities. The District Administrator or his/her designee will serve as Safety Coordinator for the District. As Safety Coordinator, he/she shall be responsible for coordinating all activities relating to safety and health considerations of district facilities.

The District Administrator shall:

- Develop an annual building maintenance schedule in conjunction with the District’s Long Range Plan.
- Report to the Board, when necessary, about the maintenance needs of the District.
- Order repairs without prior Board approval in cases of emergency. The Board shall be informed of such repairs as soon as possible.
- Supervise the custodial staff who carry out the ongoing maintenance of the building.

	<u>Legal References:</u>	<u>Section</u> 120.12(5) Wisconsin Statutes
Statutes		<u>Section</u> 121.02(1)(I) <del>(4)</del> Wisconsin
		PI8.01(2)(I) WI Administrative Code

Adopted:	5-26-83
Revised:	11-17-99
<u>Revised:</u>	<u>11-17-04</u>

## SECURITY OF BUILDING AND GROUNDS

4003.1

The security of the North Lake School District is a responsibility that must be shared by everyone who works in the District. The taxpayers of the North Lake School District have a multi- million dollar investment that may be put in jeopardy if building security is breached. The students and staff also have a major teaching and learning investment that must not be violated.

Security means not only maintenance of a secure building from a locking standpoint, but secure from physical hazards and faulty equipment. Security also extends to safe practices in the use of electrical, plumbing, and heating equipment. Records and funds are to be kept in a safe place and under lock and key when required.

A master key file for the District keys shall be maintained. Distribution of the building keys shall be at the discretion of the District Administrator.

### Establishing and Maintaining Security

1. The District Administrator will determine those employees who are to be issued keys for specific areas of the building.
2. Employees will sign a receipt for the key(s) they are issued, and the District Administrator or his/her designee will be responsible for overseeing the maintenance of a permanent record of all keys issued to each employee.
3. Employees who require temporary access to specific areas for which they have not been issued keys may secure such keys from the school office. Employees will receive these additional keys at the discretion of the District Administrator and will sign for any keys received. Keys that are checked out of the office must be returned to the office on the same day, or as soon as is appropriate for the situation.
4. Employees are not permitted to duplicate school keys.
5. Employees are not to loan their keys to other employees, students, other groups or individuals.
6. Employees are responsible for the key(s) issued to them and sharing in maintaining the security of the building.
7. Employees are responsible for the security of their room/work area at the end of each working day. This includes specific security measures such as making certain that doors and windows are locked and all valuables are properly secured. All office and/or classroom equipment is to be securely stored within the building.

Cross Reference: #4003.1 Exhibit, Key Receipt Agreement

Adopted: 5-26-83  
Revised: 11-17-99  
Revised: 11-17-04

**SECURITY OF BUILDING AND GROUNDS**

**4003.1  
Procedural Agreement**

**KEY RECEIPT AGREEMENT**

I, the undersigned, hereby acknowledge receipt of the key(s) described below. I understand that the key(s) issued are the property of the North Lake School District and are not to be duplicated in any form, or loaned to another individual under any circumstances. I agree that it is my responsibility to promptly report any loss or theft of said key(s), and that said key(s) are to be returned upon request, or when my need for said key(s) no longer exists. I further understand that loss of said key(s) will result in a \$50.00 assessment prior to being issued new key(s).

Keys issued:

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Signature/Date

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Verifying Person/Date