



FACILITIES GUIDELINES

BUILDING ACCESS

- Your access card will work **School Days** between **7:00 am** and **8:00 pm**.
- Your access card will also allow entry into the gym—the card reader is next to the locker room doors. Please check with Ellen O’Neil (ext. 2256) for gym availability first.
- Your number eight key will unlock the doors between the gym and main school hallways at any time but should only be used school days between 7:00 am and 8:00 pm to avoid setting off the alarm—**if the red light above the door is lit, the alarm system is armed and the doors should not be opened.**
- The service elevator in the gym hallway is kept locked—your access card will allow you to use the elevator when the main school hall is unarmed (see bullet above).
- Exterior building doors should not be propped open at any time.

CLASSROOM REMINDERS

Classroom Cleaning

- The custodial staff is responsible for daily cleaning including door glass and sanitizing hard surfaces (desk tops, table tops, door handles, light switches and other touch points).
- To facilitate sanitizing, refrain from hanging things on doors, door knobs, or light switches.
- Have your classroom “ready to clean” by keeping clutter to a minimum—be sure to remove pencils, pens, markers, paper, etc. from the classroom floor at the end of each day.
- Clear your desk daily if you want the custodial staff to dust.
- For security reasons, keep the classroom door glass clear of any items.
- When a student vomits, notify the office and apply “Upset” to the affected area. The room will need to be evacuated when Maintenance arrives to clean.
- For art projects that require time for glue or paint to dry, lay a tarp or extra paper down first on classroom or hallway carpets to prevent stains.
- **Contact Maintenance immediately for treatment of carpet stains—(vomit, blood, glue, coffee, paint, etc.)**
- **Report all infectious diseases in your classroom to the office so Maintenance/Custodial Crew can sanitize properly—(e.g. hand, mouth & foot disease, lice, pink eye, strep throat)**

Faith Formation Classroom Storage

- The Faith Formation shelf in your classroom storage cabinet is labeled and needs to be left open for Faith Formation materials year round.

Fire Code Restrictions:

- All sprinkler heads need to be unobstructed and all storage items must be 18” below the heads.
- Extension cords cannot be used as permanent wiring.
- Objects cannot be hung from the ceiling.
- Candles, hot plates, candle warmers, or small appliances (refrigerators, etc.) should not be used in the classrooms.
- Doorway/exit areas need to be kept clear of obstacles, i.e. tables, bookcases, deliveries, etc.

Maintenance:

- Use the adhesive squares supplied to prevent damage to the walls that result from tape, nails, hot glue, seal and peel, etc.
- Use Red Brick Tape on red brick only and sparingly—available in the school front office.
- Duct tape **should not** be used on any surfaces or furniture in the building.
- Use only the cleaners provided by the custodial/maintenance staff.
- The bathroom floors in Kindergarten, first and second grade classrooms need to be kept clear of any storage.
- Contact Maintenance if your classroom clock is not working properly.

Technology

- All **classroom technology**: telephone, computer, monitor, Elmo, projector, iPads, Chromebooks, etc. are owned by OLV and purchased/maintained by OLV's Information Technology (IT) group. If you are requesting service or replacement of any of these devices, please call OLV IT.
- On a monthly basis, custodial staff will wipe down classroom technology.
- **Google Suite** of applications is OLV's standard for email, web browsing, word processing, slide presentations and spreadsheets
 - Only your OLV Google ID should be used for email and file sharing on OLV equipment
 - Only work related files should be stored in your Google Drive and email
 - Please do not store personal files, including pictures and videos, on your work Google Drive or local hard drive. All data files get backed up each day and stored off site.
 - Do not use Apple applications if your classroom has a Mac mini
 - Chromebooks should only use OLV Google ID's
- All teacher/classroom iPads should be logged in using an OLV Apple ID setup for your use. Please do not use your personal Apple ID or sync with your personal or home Apple device.
- Your cell phone may use OLV's Wi-Fi network.
- Do not use Drop Box, or other similar cloud based services, to share OLV files.
- No new classroom printers are allowed. Please contact OLV IT if your printing needs are not being met with existing devices.
- Students should never be allowed to use the teacher's computer. Please note that the browser on a teacher computer is not filtered the same as a student's. Always browse to the monitor before displaying it on the classroom projector.

WORKROOM AND TEACHERS' LOUNGE

- Please be sure someone is assigned to do the following as these are not a part of the custodial staff's responsibilities:
 - Cleaning up after events to put away or dispose of leftover food and drinks
 - Emptying refrigerators on a regular basis to prevent spoiled food from sitting and to allow room for new items
 - Loading, running and emptying the dishwasher
- Please recycle plastic cups, utensils and paper plates

FOR YOUR INFORMATION

- Lock windows and doors and turn off the lights at the end of each school day.
- Make sure the heating/cooling wall units are not blocked and that no posters, art, etc. are put on the front of the units—they need to be accessible for maintenance and repair.
- Classroom lights and heating/cooling units are controlled by motion-sensors—when you leave the room the unit will go into energy-saving mode. Upon your return, please allow time for the temperature to return to the occupied setting before calling Maintenance.
- The room temperature is set by Maintenance through a program, but you have the ability to adjust the thermostat three degrees in either direction. Please allow up to 30 minutes for the change to take effect.
- Toilets and sinks are battery-operated—please contact Maintenance when they stop working.
- Balloons should not be left in the building overnight because they can activate the alarm.
- Maintenance Work Orders are used to request maintenance services including repairs and extra custodial services. Facilities Event Forms are used for event set-ups, additional tables, chairs, desks, etc.—both forms are available on the website.

- Parking lot entrances and exits must be blocked off with cones and gates whenever students are outside on the parking lot.
- Students must be under direct staff supervision to enter the storage/maintenance hallway (lower level), dumpster area and rock wall area.
- Furniture is inventoried to a specific classroom and should not be moved to another classroom.
- All new furniture must be approved prior to purchase or before accepting a donation. Please let Bob Larson know when you need additional furniture; shelves, bookcases, chairs, etc. OLV will supply commercial grade furniture for classrooms and install them according to MCC Loss Prevention Guidelines.

THANK YOU!