

BUILDING USE

District Representative

As a general rule, a district custodian will be on site for all building use activities.

Under certain circumstances, the principal or facility manager may designate a staff member as a district representative during building use activities. The following are parameters for designating a district representative:

- ❖ If the space needed involves less than two adjacent classrooms or the LMC with less than 40 people for less than 3 hours, a designee may be assigned for the activity.
- ❖ If using a cafeteria, auditorium or gym with less than 50 people for less than 3 hours, a designee may be assigned for the activity.
- ❖ If there is more than one building use activity occurring on a given day, a district custodian will be assigned to monitor and clean up for the building use.
- ❖ Designee must be a District employee and assigned to the site staff.
- ❖ Designee must be associated with the building use activity.
- ❖ Designee must be present at all times.
- ❖ Designee must complete a Building Use Designee Checklist.
 - Designee must pickup the area and nearest restroom used by the activity before departing the facility.

Building Use Designee Checklist

Designated Person _____

Home Number _____ Work Number _____

Building Use Number _____

School _____ Date _____

Areas Requested _____

Emergency Numbers:

- | | |
|----------------------|-------------------------------------|
| 1. District Security | <u>303-232-8688 or 303-982-2445</u> |
| 2. Medical | <u>911</u> |
| 3. FM/HC/Custodian | <u>Contact District Security</u> |
| 4. Principal | <u>Contact District Security</u> |

Discuss Emergency Procedure:

1. Fire Alarm Response - Evacuate building and call District Security
2. Running Water Response - Shut off water supply and call District Security
3. Electrical Outage Response - Call District Security and evacuate building
4. Gas Smell Response - Evacuate building and call District Security

Discuss General Use Items:

1. Pick up keys one day before building use activity and return keys first work day after building use activity
2. Call security before entering school (advise them of building use)
3. Know location of custodian closets
4. Note equipment/furniture location and return it to original location
5. Know light switch locations
6. Understand clean-up instructions
7. Call security before exiting school (end of building use)

Facility Manager Signature

Date

Designated Person Signature

Date