

Intradistrict Communication

DATE: May 15, 2019

TO: All Principals, Administrative Assistants, and Custodians

FROM: Scott Thomas, Administrator of Auxiliary Services
Curtis Hagen, Staff Assistant of Auxiliary Services
Dave Rostrom, Director of Facilities Services
Sandi Abplanalp, Facility Systems Coordinator

SUBJECT: Summer Card Access Scheduling

With the end of the school year rapidly approaching, the need to re-evaluate current access levels of your staff may be necessary. Employees with 24/7 access will remain the same, however, access may need to be altered for your teachers, staff and sweepers. Please be aware that if teachers retain their current access levels during summer months their badge will allow them access into the building regardless of whether or not the building has been disarmed. They could potentially trigger the alarm initiating a police response. If your sweepers will be working days, let Sandi Abplanalp know what hours they are authorized to have access.

Please note that District Maintenance workers and District delivery drivers' access will remain the same (7:00 am-5:00 pm). Please contact Sandi and let her know what days the building will be closed so their access can be removed.

Time zones assigned to the doors will be removed after the last bell on the last day of school. If you want your main door left open or have summer programs running during the summer months, contact Sandi to adjust the schedule. If you have employees that will not be returning in the fall, please collect their badges as part of their final check out and return them to Sandi in the Facilities Services Department. If an employee is transferring, email Sandi their names and new locations as soon as possible so she can assign them to their new location. Please account for all of the lockout/unlock cards, portable passes, recess passes, office passes, elevator passes and substitute passes that are listed in this report.

Please be aware that employees with extended building access will revert back to regular access when the school year ends (with the exception of the head administrative assistants and custodians) and a new *Building/Card Access-Administrator Authorization* form will need to be submitted when the new school year begins. Please call Sandi with any questions or concerns.

Sandi Abplanalp
Jordan School District
Facility Systems Coordinator
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Cc: Jordan School District Cabinet Members