

TO: All New Employees

FROM: Bill Foust, Director of Building & Grounds

Welcome to the School District of McFarland. Clean, well-maintained, and safe school buildings have a positive influence on staff and student performance. The Building & Grounds Department takes pride in making sure our buildings provide a quality environment for all who use our facilities. The Building & Grounds administrative office is located in the District Office.

**Building Access:**

- Once we have been notified by Human Resources that all employment paperwork has been completed, you will be issued an ID badge/pog and keys (if needed). We will need to take your picture to make an ID badge. Please contact the Building & Grounds administrative assistant for an ID badge. At Conrad Elvehjem and McFarland Primary, please contact Chief Custodian, Ben Snyder, for keys. At Waubesa, please contact Chief Custodian, Scott Glasbrenner, for keys. At Indian Mound, please contact Scott Gennrich for keys. At McFarland High School, please contact, B & G Administrative Assistant, Valerie Dederich for keys.
- The District uses a card reader security system for building access. You can access the building by waving your ID badge/key card in front of the card reader.
- If you need to enter the building between the hours of 11:00PM and 5:00AM, you must receive prior approval from the Building & Grounds Department.
- **If you lose your ID badge/key card or keys, Contact Bill Foust immediately at 608-575-9342.**
- Keys and ID badges must be returned to the Building & Grounds Department upon termination of employment with the School District of McFarland.

**Maintenance/Work Requests:**

- The District uses a computerized system for maintenance/work requests. To make a Maintenance Request go to the school district website. From the **District** tab under the *Staff Area* menu click on Maintenance & Facilities Requests. You will also find instructions for making Maintenance & Facilities Requests.

**Facilities Requests:**

- If you need to use a room/area of the building after school hours, you must enter a Facilities Request. To make a Facility Request go to the school district website. From the **District** tab under the *Staff Area* menu click on Maintenance & Facilities Requests. You will also find instructions for making Maintenance & Facilities requests.

**Furniture:**

- For reasons related to allergens, pest control (head lice), and cleanliness, pillows, bean bag chairs, couches, etc., must be approved by the Building & Grounds Dept. **prior to classroom use.** If **unapproved** items are found in your area, the Building & Grounds Department will remove them and you will be asked to either take them home or dispose of them.

**Small Appliances:**

- **Refrigerators, microwave ovens, space heaters, toasters, coffee pots, and other heat-generating appliances are not allowed in classrooms because of the risk for fire, mold (leaking, defrosting), and pests.** If these items are found in your area, the Building & Grounds Department will remove them and you will be asked to either take them home or dispose of them. **Candles and open flame are prohibited except when part of a well documented classroom curriculum.**

**Cleaning Supplies:**

- Cleaning supplies used in the District are available through the Building & Grounds Department upon request. Please contact the Chief Custodian at the school you work at. All cleaning supplies used have been chosen based on the best possible, health, safety, and indoor air quality for all staff and students. Please do not bring in any other cleaning products into our facilities.

**Live Animals:**

- Per School Board policy 383, live animals (including dogs) are only allowed in District buildings as part of a well documented curriculum. Pets may be brought in for a limited time for show and tell, unit study, etc., with the building administrator's prior approval.

**Unsupervised Students:**

- After regular school hours, all students require adult supervision. Unsupervised students will be asked to leave the area.

**Please turn off all lights, SmartBoard projectors, etc. in classrooms and lock all doors upon leaving.**

**Building & Grounds Contact Information:**

- Bill Foust – Director of Building & Grounds (office) 838-4519 (cell) 575-9342
- Valerie Dederich – Administrative Assistant – 838-4573
- Mike Swenson – MHS - 220-0614
- Scott Gennrich – IMMS – 572-0796
- Scott Glasbrenner – Waubesa – 692-0110
- Ben Snyder – McFarland Primary & CEELC- 438-9856

Thank you in advance for all your efforts and cooperation in maintaining McFarland's high expectations.