

## Building & Grounds Information and Guidelines

### Maintenance Requests:

- If you need assistance from the Building and Grounds department, please submit a **maintenance request**.
  - To submit a *Maintenance Request*, go to [www.mcfarland.k12.wi.us](http://www.mcfarland.k12.wi.us), click on: **Main Menu → District → Staff Resources → Maintenance & Facilities requests**. Follow the instructions link for Maintenance requests.

### Facility Use Requests:

- If District facilities are needed before school, after school, or on weekends, you must reserve the space.
  - To make a reservation please submit a facility request by going to <http://www.mcfarland.k12.wi.us>, click on: **Main Menu → District → Staff Resources → Maintenance & Facilities requests**. Follow the instructions link for Facility Requests.
  - To reserve space during the school day, please contact the building's main office. Do not submit a request through the facility request system.

### Building Access and Security:

- Upon approval through the hiring process, photo ID badges are issued to all employees by the Building and Grounds department.
- Access to the building main entrances is granted with an electronic keycard. Your ID badge is the keycard. For questions regarding ID badges, please contact the Building and Grounds Administrative Assistant, Christine Tormey, at extension 4573 or via email - [tormeyc2@mcfbsd.org](mailto:tormeyc2@mcfbsd.org). If you lose your ID badge contact Ben Snyder, the Director of Building and Grounds, immediately at 608-438-9856.
- Standard keys are used inside the buildings to access rooms. Please contact your main office to initiate a key request.
- The buildings are secured between 11:00 pm and 5:00 am. Access during secured hours is restricted. Requests for building access during restricted hours should begin with the building's main office.

## Building Guidelines:

- **General**

- To ensure compliance with the McFarland Fire Department, items cannot be hung from the ceiling. (Light diffusers with a documented fire rating are okay)
- Under no circumstance should anyone other than Building and Grounds staff attempt to dismantle, modify, or otherwise change any part of district property.
- Please check your workspace to ensure all exits are kept clear at all times.
- Please check your workspace to ensure all mechanical, electrical, and safety equipment remains accessible at all times.
- Please turn off all lights, projectors, tv's, etc. upon leaving.
- Please lock all doors upon leaving.

- **Furniture**

- The building's Principal must approve the purchase of new furniture.
- Furniture must be compatible with Building and Grounds maintenance processes.
- Furniture that is not compatible with Building and Grounds maintenance processes will need to be removed from the building.
- To relocate or dispose of District owned furniture you must have the Principal's approval, a maintenance request, and an approved destination. **Unwanted furniture should not be placed into hallways.**
- For safety, furniture may not be stacked in classrooms.

- **Carpet/Rugs**

- Rugs must be commercial grade and compatible with District cleaning equipment (no shag)
- Rugs with curled edges will be removed due to safety issues.

- **Small Appliances**

- Microwaves, space heaters, toasters, coffee pots, and other heat-generating appliances are only allowed in designated areas. Please check with your Head Custodian before bringing these appliances into your room.
- Open flames are prohibited throughout the District if no additional exhaust fans are present.
- Refrigerators are only allowed in break rooms, kitchens, and Health offices. Refrigerators in other spaces must be approved by the Director of Building & Grounds.

- **Electrical/Lighting**

- Extension cords cannot be used as permanent wiring. They are permitted for temporary use only.
- Holiday style lighting can only be displayed temporarily (less than 90 days), per NEC section 590.3(B).

- **Cleaning Supplies**

- Cleaning supplies are available for use. Please contact your Head Custodian. Do not bring any cleaning products into our facilities. Due to state regulations, they will be discarded.

---

Building & Grounds Contacts:

- ★ Ben Snyder - Director of Building & Grounds W:608-838-4519 C: 608-438-9856
  - ★ Christine Tormey - Building and Grounds Administrative Assistant W:608-838-4573
  - ★ Johel Saborio-Gonzalez - Head Custodian - MHS - C:608-228-4179, [saborij@mcfbsd.org](mailto:saborij@mcfbsd.org)
  - ★ Scott Gennrich - Head Custodian - IMMS - C:608-572-0796 [gennris@mcfbsd.org](mailto:gennris@mcfbsd.org)
  - ★ Scott Glasbrenner - Head Custodian - WIS - C:608-692-0110 [glasbrs@mcfbsd.org](mailto:glasbrs@mcfbsd.org)
  - ★ Pat Schuchardt - Head Custodian - CEPS - C:608-886-5990 [schuchp@mcfbsd.org](mailto:schuchp@mcfbsd.org)
-