

## Checking the Campus Buildings Prior to and During the Holidays

To minimize damages that might occur during winter break, designated Guilford County School personnel should conduct walk-thru surveys between the hours of 8:00 a.m. and 11:00 a.m. By doing so, if problems are discovered, there will be ample time to complete the repair while there is sufficient daylight and resources available to allow for the purchase of repair parts by the technician, if needed. We highly recommend site surveys be conducted daily; however, the **minimum number is every other day**.

**Prior to leaving for the winter break**, site custodians should ensure that thermostats are set to at least 55°F. **Ensure thermostats are in the “heating” mode and in “auto” position**. Please set these temperatures carefully to ensure that the units are **not** completely off.

The walk-thru of the facility (**including kitchen areas and mobile classrooms**) should include a survey of the area for damages caused by vandals, a check for unlocked doors and windows, burst water lines, heating problems, etc. In addition, walk-thru personnel will need to make certain that the following tasks of high importance are completed at each site to ensure safety and security:

1. Electrical power is working in the buildings.
2. The fire and security alarm is operational and functioning as required by code.
3. All telephones have dial tones.
4. All buildings are properly secured (i.e., no broken windows or doors).
5. The boiler is operating and temperatures in buildings are warm (if possible, observe the temperature of thermostats in at least two different areas; all should read at least 55°F).
6. There are no water leaks from pipes. If the temperature falls below freezing during any day, ensure water and/or pipes are not frozen.
7. There are no sinks or urinals in the restrooms with water continuously running.

**Any problems should be reported via the Emergency Response number to Sentry Watch at (336)292-6468**. When reporting a problem, identify where the technician responding to your call can reach you. If possible, provide a cell phone number so that the technician can contact you once he reaches the site. If you choose to provide an office call back number, please ensure that outside calls may be able to navigate through the electronic voice message system to reach you (not voice mail). Please stay near the phone and be prepared to answer it once it rings. As the contact person, you must remain on site until the repair is made or until you are relieved of your responsibility by another site member. The maintenance technician is not designated to assume responsibility for the assets of the site or for securing the site once repairs are complete.