SUPPORT SERVICES

Access to Buildings

I. Purpose

The purpose of this regulation is to establish procedures for use and control of access to the below facilities:

A. Independent Hill Complex (IHC), 14800 Joplin Road, Manassas, VA 20112; and

B. Kelly Leadership Center (KLC), 14715 Bristow Road, Manassas, VA 20112.

II. Applicability

This regulation applies to all personnel whose offices and/or work stations are located within the IHC or the KLC, to include anyone who uses any area at these facilities.

III. Responsibility

A. The oversight responsibility for the IHC and the KLC shall be the Associate Superintendent for Support Services.

B. Associate superintendents shall ensure that members of their respective schools/departments comply with the procedures delineated in this regulation.

IV. Procedures

A. Hours of Operation

1. Buildings on the IHC and the KLC shall be open for School Division business Monday through Friday between 6:30 a.m.–6 p.m. (The KLC is staffed by a school security patrol until 10 p.m., Monday through Friday, for access to staff with identification badges.) Normal business hours are between 8 a.m.–4:30 p.m. The KLC shall be open on Saturdays between 8 a.m.–4 p.m. and staffed by a school security patrol. In general, the KLC is not open on Saturdays that fall on major holidays.
2. Personnel reporting to the KLC shall use the authorized front (#1) or back (#11) doors for entering or exiting the building upon arrival and departure. The loading dock and fire exits are not authorized entrances/exits and shall only be used during the work day to perform job functions.

3. Personnel reporting to the KLC on weekends, holidays, or after hours shall use the front door (#1) for entering and exiting the building.

B. Cleaning of Buildings

Routine cleaning shall be performed between 6 a.m.–4:30 p.m. However, the period between 4:30–10 p.m. is for detailed cleaning and maintenance of the buildings. The custodians shall complete cleaning of the buildings and secure the facility by 10 p.m., Monday through Friday. No one shall be allowed in the buildings between 10 p.m.–6 a.m. Employees of the Departments for Communications and Technology Services and Support Services shall have access to perform their assigned duties. Exemptions for other employees shall be evaluated on a case-by-case basis by the Associate Superintendent for Support Services.

C. Conference Room Use

1. Use of the atrium and conference rooms in the KLC and conference rooms in building #51 at the IHC shall be scheduled through SchoolDude’s Facilities Scheduling Direct (FSDirect) program. Non-PWCS organizations shall be required to contact the Office of Risk Management and Security Services to request space for an event.

2. To allow enough time for cleaning, PWCS offices shall ensure that their event does not extend beyond 9 p.m. during the week. Events scheduled to conclude later than 9 p.m. may require the sponsoring office to pay the overtime for custodial staff needed to clean and prepare the area for the following morning’s use. A minimum of one-hour shall be allotted to clean a conference room. Non-PWCS organizations shall not be permitted to use conference room areas after 9 p.m.

D. Catering

Before outside caterers shall be allowed to cater events in the IHC or KLC facilities, the Office of School Food and Nutrition Services shall be given priority consideration to ensure those persons working in the building are working in cooperation with the staff involved in coordinating events. For daily activities, the default caterer would also be the Office of School Food and Nutrition Services,
with an understanding that an external caterer may be used on occasion for variety.

E. Key Control

1. KLC

   a. Access control identification badges to enter the building shall be controlled at the director level and shall be issued by the Office of Risk Management and Security Services. Employees needing access after duty hours shall have their respective director’s approval and shall contact the Office of Risk Management and Security Services. The individual using the facility shall be responsible for the area of the building to which the individual has access and its contents while in use.

   b. Key issuance to internal offices shall be controlled by the person to whom the office is assigned. Requests for duplicate keys shall be made to the Associate Superintendent for Support Services, or designee. The request shall then be forwarded to the Administrative Facilities Specialist assigned to the KLC, who shall issue the key and maintain a log of the keys as they are issued and returned.

2. IHC - Buildings #51 and #52

   Keys issued to enter the facility shall be controlled by the Director of the Office of Facilities Services, or designee, and shall be issued by the Office of Facilities Services upon approval. Employees needing access after duty hours must have their respective director and/or supervisor’s approval and shall contact the Director of the Office of Facilities Services to have a key issued. The individual using the facility shall be responsible for the area of the building to which the individual has requested access and its contents while in use. The individual shall also be responsible for securing the facility when vacating the premises.

F. Weekend Use

When necessary, weekend use of the buildings shall be permitted in accordance with section IV of this regulation and by submitting a request into the SchoolDude’s Facilities Scheduling Direct (FSDirect) program. The KLC is open between 8 a.m.–4 p.m. on Saturdays, unless otherwise announced. Non-PWCS
organizations requesting weekend use shall be required to contact the Office of Risk Management and Security Services to request space for an event.

G. Office Supplies

Office supplies and materials are procured by the various budget holders in the IHC and KLC to support their respective School Division missions. Use of these supplies shall be governed by the honor system.

H. Pets

No pets are permitted in the buildings. Service animals are allowed but must be leashed.

I. Employees are reminded that the buildings shall be used for official School Division/Prince William County government business. Those seeking use of the conference rooms at the IHC or KLC facilities for non-school sponsored activities must adhere to Regulation 930-1, “Community Use of School Facilities.”

The Associate Superintendent for Support Services (or designee) is responsible for implementing and monitoring this regulation.

This regulation and related policy shall be reviewed at least every five years and revised as needed.