

## Building Security

Each custodian is responsible for securing the building at night. The area the custodian is responsible for cleaning should all doors and windows locked. The Head custodian at Secondary schools and the custodian A at the elementary will be responsible for performing a walk around security check. They should check all doors a secure and pull on each door handle. All windows should be checked to make sure they are closed and locked. It is the responsibility of the Head custodian and Custodian A to lock at the gates at night and set the alarm. If are any issues with setting the alarm, please Guardian Security at 1-206-223-0977 or 1-866-236-0687. If there is an emergency, please call 911 and your supervisor.