



## Facilitron Procedures

1. The representative for the User Group must create an account on Facilitron by going to <https://www.facilitron.com/nusd94945>.
2. Once the account has been created, the User Group must log onto Facilitron, pick a site and the desired date to use the facility.
3. There will be a designee at each site in charge of facility rentals that will check daily for site reservation requests.
4. The Site Designee will confirm there are no other group or site activities that will interfere with the requested reservations.
  - a) If a conflict for the date and time is found, the Site Designee will give the reservation request a thumbs down and leave a comment “\*why”.
  - b) If the date and time requested is clear, the Site Designee offers the assignment to the daytime custodian. If the daytime custodian accepts the assignment, the Site Designee will give the reservation request a thumbs up and send a comment stating “Custodian assigned (name of custodian)”.
  - c) If the daytime custodian declines, the Site Designee will give the reservation request a thumbs up with comment “Reservation pending on custodial coverage”.
  - d) Once the Site Designee sends a thumbs up without custodial coverage, the Operations Manager will attempt to secure a custodian to cover the event.
  - e) If custodial coverage is found, the Operations Manager will give the reservation request a thumbs up and comment “Custodian assigned (name of custodian)”. At this time, the reservation will then be confirmed.
  - f) If a custodian cannot be supplied for the event/activity, the Operations Manager will give the reservation request a thumbs down and comment “Activity/event declined – no custodial coverage”. At this time, the reservation will be declined.
5. If the reservation has been approved, the User Group will receive an email informing them of the status. At this time, the User Group may proceed to organize their event/activity.
6. If the reservation is declined, the User Group may look at other NUSD facilities as an alternate location.

It is important to keep in mind that Facilitron is our partner in the use of our facilities. They are able to help NUSD and User Groups with any questions or concerns that we/they may have. Facilitron will take care of payment and make sure that all User Group paperwork is current and documented. If a User Group has any questions you can direct them to call Facilitron at 1-800-272-2962.



## LOST KEY PROCEDURE

### PROCEDURE:

- **Immediately**, employee must report loss to site principal/department head, either personally or by telephone.
- **Within 48 hours of oral report**, employee must provide a detailed explanation of the loss to Maintenance via email ([gproffitt@nUSD.org](mailto:gproffitt@nUSD.org)), copy site principal/department head. The email must contain the individual's name, title, date of loss, site, room number/location, if the key is easily identified as a district key (ie: key chain), circumstances of loss and whether the loss was on or off campus.
- Maintenance will discuss loss information with the Director of Maintenance and Operations who will determine if the rekeying or lock replacement is necessary.

**NOTE:** Employee **may** be held financially responsible for lost key(s)/lock replacement/rekey. Cost can be \$20 for a single room key, and up to \$10,000 for a master key.

- Maintenance will email the office manager site principal/department head and office manager authorizing that a key be reissued to the employee or denying a replacement key to the employee.

**NOTE:** In most cases, if an employee has lost a key more than once, a new key will not be issued.

### CONTACT:

#### IMMEDIATELY (VERBAL):

Principal/Manager

#### WITHIN 48 HOURS (EMAIL):

Gina Proffitt / MOT

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[gproffitt@nUSD.org](mailto:gproffitt@nUSD.org)

(415) 493-**4575**