



Warehouse Storage

Background

KTCEA maintains a warehouse function as a critical component of operations.

Guidelines

Students and staff may use certain equipment and materials for personal education purposes if they are used responsibly.

#	Procedure	Roles & Responsibilities
1.	<p>Students or staff wishing to use KTCEA equipment or other materials for educational purposes may take them off site providing</p> <ol style="list-style-type: none"> 1.1 the teacher, in the case of students, or the Principal, Director or Site Manager in the case of staff, approves the off-site use 1.2 the borrowed item is returned each day and is available for others to use during school or office hours 1.3 the item is properly signed out in a manner that records the dates and times it is borrowed 1.4 the borrower assumes the responsibility to repair or replace the item if it becomes damaged in any way and without exception, 1.5 the borrower is fully qualified to use the equipment or materials. 	<p>Superintendent, Students, Principals, Directors, Site Managers, Staff</p>

Definitions:

Not Applicable

References:

Link to [Maintenance Care.com](http://MaintenanceCare.com)

Link to [Operations and Maintenance](#) (Handbook for School Facilities)

Link to [Operations and Maintenance Manual](#) (A Guide for School Trustees/Administrators and Consultants)

Policy 3 – Respectful, Caring and Safe Schools and Workplaces

Procedure Amendments and Updates

The responsibility for updating and amending this procedure rests with the Associate Superintendent Facilities & Operations.