1.0 RESPONSIBILITY:
   1.1 Director III of Maintenance Department
   1.2 School Office Staff
   1.3 Facility Division Department Employees

2.0 PROCESS INPUTS:
   2.1 Provide a procedure for Facilities Division Department employees to sign in and out of CCSD sites.

3.0 DEFINITIONS:
   3.1 CCSD: Clark County School District

4.0 PROCESS DESCRIPTION:
   4.1 Employee guidelines for the Log-In/Log-Out Book:
      1. Each Facilities Division employee must stop by the school office or site office and check in. If the employee arrives after hours, they must sign the Facilities Log-In/Log-Out binder log book next to the security key pad. There are no exceptions to this procedure.
      2. The employee will check in by signing in the CCSD Facilities Log-In/Log-Out binder upon arrival to the CCSD site. Upon arrival please fill in the following spaces:
         a. Date
         b. Time In
         c. Name – Last, First
         d. Department and/or Shop
         e. Work Order Number
      3. The employee will also check out when ready to leave the site (whether running for parts, taking breaks, lunches, or completion of job, etc.) by using the same book or clipboard upon arrival to the building. Please fill in the spaces as accurately as possible. The Facilities Division will conduct periodic audits. Before departing please fill in the following spaces:
         a. Check One – Work Complete or Follow Up Needed
         b. Time Out
         c. Initials

   4.2 Site Guidelines for Implementation of the Facilities Log-In/Log-Out Book:
      1. Two half inch binders will be provided to the schools in order to record Facilities Division staff signatures. The binders are to be kept at the front desk and at the security keypad. Both binders must be accessible to all Facilities employees, including Maintenance, Grounds, Operations, Requirement Services and Special Projects.
      2. Facilities Division supervisors, technicians, FSRs will locate and audit the binders periodically in order to ensure compliance.
      3. If a site binder is not available, the Facilities employee must report this to a Maintenance Director.
3. The log sheets should be sent to the Maintenance Department office at the end of every month – Attention: Director III or picked up by the site FSR once a month and turned into the Director III of Maintenance.

5.0 SUPPORTING DOCUMENT REFERENCES:

5.1 MTC- F037, FAAC Log-In Sheet

6.0 RECORD RETENTION TABLE:

<table>
<thead>
<tr>
<th>Identification</th>
<th>Storage</th>
<th>Retention</th>
<th>Disposition</th>
<th>Protection</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTC-P040</td>
<td>Electronic on Maintenance website and CCSD website</td>
<td>Indefinitely</td>
<td>Archived</td>
<td>Electronic Backup</td>
</tr>
</tbody>
</table>

7.0 DOCUMENT REVISION HISTORY:

<table>
<thead>
<tr>
<th>Date</th>
<th>Rev.</th>
<th>Description of Revision</th>
</tr>
</thead>
<tbody>
<tr>
<td>27-April-12</td>
<td>A</td>
<td>Original Release</td>
</tr>
</tbody>
</table>

8.0 PROCESS OUTPUT:

8.1 To provide documentation of the arrivals and departures of CCSD technicians. It also provides information on the amount of time that may be put on a work order and the status of the work order.

9.0 THIS DOCUMENT APPROVED BY

9.1 Director III of Maintenance Department