

MORRIS SCHOOL DISTRICT
Q.S.A.C. Guidelines
2013-2014

In order to comply with state Q.S.A.C. policies and local fire code regulations, we all MUST adhere to the following guidelines. These guidelines apply to ALL classrooms and offices except where noted. Thank you for your cooperation!

SECTION ONE- Items not allowed in classrooms and offices

- No coffee pots, refrigerators, microwaves, hotplates, fans or any other unauthorized equipment. (Microwaves and refrigerators are allowed in science classrooms ONLY.) "Microwave in Use" signs should be placed on the outside of all science classroom doors.
- No extension cords, ground strips, multi-taps, or power strips are allowed. Power strip/surge protectors are approved for computer equipment ONLY. However, no extension cords can run from the outlet to the power strip.
- No furniture, area rugs, lamps, or any other "home furnishings" are allowed. All furniture MUST BE purchased by the Morris School District.
- No cleaning products, aerosol spray cans, and/or pest control products.

SECTION TWO- Please be sure to comply with the following:

- Exit maps and all evacuation procedures are accurate and are clearly displayed inside your classroom near the exit door. The aforementioned signs have been put in the correct place in each classroom. Please DO NOT re/move them. If you need more signs, please see Eddie Cohen.
- Doors that are NOT EXITS are clearly marked, "NOT AN EXIT." Signs have been put on these doors. If you should notice that the sign is missing, please contact Eddie Cohen.
- If a light is out or cover breaks in your classroom, please report it to Eddie Cohen immediately! All bulbs need to be covered.
- Please DO NOT cover the glass "vision panels" in your classroom doors.
- Corridor doors (classroom doors) MUST NOT be propped open using kick-stops, chairs, or anything similar.
- Cabinet tops MUST BE clear or have at least 24 inches clear to ceiling. All materials on top of cabinets must be neatly organized in appropriate containers.
- Please DO NOT hang anything from light fixtures or ceiling drops