

**MORRIS SCHOOL DISTRICT**  
**Security System Instructions**  
**2013-2014**

**When using your white security swipe card, please be reminded of the following:**

The swipe card is an outside master key. If you lose your card, please report it to Eddie Cohen immediately. The first time an employee loses/misplaces their swipe card it will be replaced at no charge. Thereafter, the following will apply to replacements: The employee must report to the Building Secretary who will enter a Work Order for a replacement. Upon payment of \$15 (check or money order made payable to the Morris School District Board of Education- cash will not be accepted) the employee will be given a replacement card.

Although the card is an outside master key, **YOU CAN ONLY GAIN ACCESS TO THE BUILDING AT DESIGNATED TIMES.**

- Access hours are:
  - Monday-Friday, 6 a.m. to 10 p.m.
  - Saturday, 8 a.m. to 2 p.m. Before coming in on a Saturday, please confirm with the head custodian or a main office secretary that the building will be open. Please check in with the custodian on duty when you arrive and leave. This is for your safety and for building security.
- **NO ACCESS ON SUNDAYS, HOLIDAYS, AND SNOW DAYS!**
- **If you enter the building outside of the designated times, you will trip the alarm! Please note that an individual who sets off the alarm will be personally responsible for paying a \$50 fine assessed to the district by the Morris Twp. Fire Department.**
- The MSD Holidays for the Maintenance and Custodial Staff can be found in the main office.

A map with the access/entrance locations is posted in the Main Office.

Please do not punch a hole in your swipe card. You can leave it in your wallet, or put it in a plastic sleeve that can be attached to a lanyard.

How to use the card:

- Hold the card up to the black plate. You will hear a tone coming from the plate, and then a click coming from the door.
- You have six seconds to enter the building. If you don't gain access, try the above step again.

When an employee leaves the District their card must be turned in to Eddie Cohen.