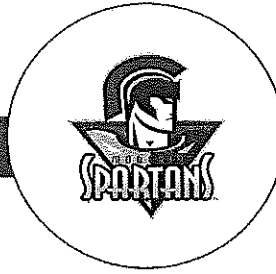


## Moberly Public

926 Shepherd Brothers Blvd.  
Moberly, MO 65270



## School District

660-269-2600 Phone  
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www.moberly.k12.mo.us

*"Accredited with Distinction"*

**Mrs. Parisa Stoddard**

Assistant Superintendent  
Curriculum & Instruction

**Dr. Dustin Fanning**

Superintendent of Schools

**Dr. Bryan Thomsen**

Assistant Superintendent  
Human Resources & Special Programs  
Title IX Coordinator

August 10, 2022

Mr. Scott Flannigan  
Scott.flannigan@kmiz.com

Re: Sunshine Law Request

Dear Mr. Flannigan,

I am following up regarding your request for information received July 21, 2022, pursuant to Missouri's Sunshine Law § 610.010, RSMo, et seq.

Attached you will find all records responsive to your request which have not been deemed closed by the District for security reasons. Those records which have been deemed closed pursuant to § 610.021(19)-(20) RSMo. are emergency response documents pertaining to specific building lockdown procedures. We appreciate your understanding in our closing of these records in order to ensure the continued safety of our staff and students.

As previously stated in our initial response, no fees have been assessed with respect to fulfillment of this request. Please let me know if you have any questions.

Sincerely,

Trudie Barnett  
Custodian of Records

# MOBERLY SCHOOL DISTRICT - 2021-2022 WORKORDER REPORT

No.	Work Order ID	Request Description	Submittal Date	Area Description	Craft	Budget Code	Budget Description	Purpose Description	Action Taken	Actual Completion Date
1	17815	Need 3 Keys to the storage building by the tennis courts. One for Track Coach and 2 for new scooter coaches. Time Available: asap	2/27/2022	Athletic Field	Key and Lock	10 2541 6411 1050 1 00000 100	Supplies Athletics	General Maintenance	Had 3 keys made and gave them to Curtis.	2/29/2022
2	17377	Could Scott Knox our head Track Coach get a key to the track storage garage by the football field a key. Time Available: asap	12/13/2021	Football Field	Key and Lock	10 2541 6332 1050 1 00000 100	repairs/maint Athletic	General Maintenance	Key made & given to Walk.	12/13/2021
3	16994	Need to put bar back on in handicap stall the bar is in chase at football field north end bathroom Time Available: any	8/30/2021	Restroom (Girls)	Doors and Hardware	10 2541 6332 1050 1 00000 100	repairs/maint Athletic	General Maintenance	Bobby put the bar back in handicap stall in the north end bathroom of football field.	8/31/2021
4	17899	I need two keys to the press box and garage area of the baseball field. Time Available: asap	3/14/2022	Baseball Field	Key and Lock	10 2541 6332 1050 1 00000 100	repairs/maint Athletic	General Maintenance	Cut two keys.	3/14/2022
5	18139	Outside door in superintendents office is blowing open when the wind blows and water is still getting in. Michael Viers was here for another work order, so I showed him the problem. Time Available: Any 7:30 - 4:00	4/13/2022	Office	Doors and Hardware	10 2541 6411 0000 1 00000 000	Supplies Maint	General Maintenance	Fix seal and adjusted closer on door.	4/19/2022
6	16331	We need code on east door changed because the 6 on code panel is not working.	7/12/2021		Key and Lock	10 2541 6411 0000 1 00000 000	Supplies Maint	General Maintenance	Changed code on east door of C/O. Gave new code to office workers. Door is now opening.	7/12/2021
7	16733	We need the code on the lobby door changed to 0987. Jenn thought she had the book to change it, but now says she gave it to Maint. It is a Schlage FE595 and the programming code is on the manual. (Current code is 9516.) Thanks! Time Available: any	9/1/2021		Doors and Hardware	10 2541 6411 0000 1 00000 000	Supplies Maint	General Maintenance	Changed door code.	9/2/2021
8	17028	Our keypad on back door is messed up. Only one button will push in. Thanks! Time Available: any	10/15/2021		Doors and Hardware	10 2541 6411 0000 1 00000 000	Supplies Maint	General Maintenance	Reset latch.	10/15/2021
9	17216	buttons on back door keypad won't push in (I think this is the same issue we had with it last time it messed up) thanks! Time Available: any	11/12/2021		Doors and Hardware	10 2541 6411 0000 1 00000 000	Supplies Maint	General Maintenance	Put new door handle in.	11/15/2021
10	17183	The exterior door in Dr. Thomsen's office has a lot of sunlight coming in from the bottom. I think it might need some new weather stripping. About 7:30 am is the perfect time to see the amount of light coming in as that sun is coming up. Time Available: 7:30-5	11/8/2021		Doors and Hardware	10 2541 6411 0000 1 00000 000	Supplies Maint	General Maintenance	Put door sweep on bottom of door and adjusted closer.	11/11/2021
11	16310	Need door keys made for central office.	7/2/2021		Doors and Hardware	10 2541 6411 0000 1 00000 000	Supplies Maint	General Maintenance	Made door key for C/O doors. Dave called to get master key made for C/O. B and D Lock will be making master key. B and D had a key already made picked up.	7/2/2021
12	16947	JB Glass came and adjusted side door at central office	10/4/2021		Doors and Hardware	10 2541 6332 0000 1 00000 000	repairs/maint Maint.	General Maintenance	Ground on striker. Working fine	10/4/2021
13	18640	need keys for all classroom doors in the district for the resource officer	6/23/2022	Classroom	Key and Lock	10 2541 6411 0000 1 00000 000	Supplies Maint	General Maintenance	Dave purchased 3 keys at Westlake's.	
14	16636	need sets of keys for all buildings in the district one set for new I/T one for C/O one for maintenance	8/24/2021	Classroom	Key and Lock	10 2541 6411 0000 1 00000 000	Supplies Maint	General Maintenance	Cut keys for all doors in the District.	8/29/2021
15	17342	cut keys for new custodian	12/8/2021		Key and Lock	10 2541 6411 0000 1 00000 420	Supplies CUSTODIAL	General Maintenance	Cut 4 keys.	12/8/2021
16	17463	Made another set of keys for IT guys to ECLC	12/29/2021		Key and Lock	10 2541 6411 0000 1 00000 000	Supplies Maint	General Maintenance	Glen had keys made.	12/29/2021
17	17518	can we get 2 keys made for the boys bathroom door Time Available: any	1/7/2022		Key and Lock	10 2541 6411 1050 1 00000 195	Supplies EP (NCRS)	General Maintenance	Took to Ace and got keys made, had to take back because they didn't work. Ended up finding some keys that worked in box at shop.	1/10/2022
18	16938	we have a door handle on the gym door that needs to be fixed it wont turn or u cant unlock it Time Available: any	9/30/2021		Doors and Hardware	10 2541 6411 1050 1 00000 195	Supplies EP (NCRS)	General Maintenance	Checked and was working just fine.	10/1/2021
19	16835	the front door has alot of play in it can someone come and see if it can be adjusted Time Available: any	9/15/2021		Doors and Hardware	10 2541 6411 1050 1 00000 195	Supplies EP (NCRS)	General Maintenance	Check out and there is not any more adjustment on lock.	9/15/2021
20	18021	can i get 3 locking hasp locks to lock up some doors in a room and a box of screws Time Available: any	3/30/2022		Key and Lock	10 2541 6411 1050 1 00000 195	Supplies EP (NCRS)	General Maintenance	Items purchased and given to Jamie.	3/30/2022
21	18030	I talk to Aaron and Bobby about making something up about locking a teachers desk that kids where getting into Time Available: any	3/31/2022		Key and Lock	10 2541 6411 1050 1 00000 195	Supplies EP (NCRS)	General Maintenance	Locks put on desk.	4/5/2022
22	18175	I needed 2 keys made and ask Aaron to have them made for a teacher Time Available: any	4/20/2022		Key and Lock	10 2541 6411 1050 1 00000 195	Supplies EP (NCRS)	General Maintenance	2 keys made & given to Jamie.	4/20/2022
23	18659	Door to center courtyard in fifth grade hall is locked and none of our keys fit it. Time Available: anytime	6/27/2022		Doors and Hardware	10 2541 6411 4020 1 00000 000	Supplies GBE	General Maintenance		

24	16802	The Alphone used to talk and unlock the front door is not working all the time. You have to push the button just right for it to work. Sometimes as you are talking to a person outside it stops working so you have to turn it off then back on. Time Available: any	9/13/2021	Office	Doors and Hardware	10 2541 6411 4020 1 00000 000	Supplies GBE	General Maintenance		
25	16670	need door stopped mounted on door Time Available: anytime	8/26/2021	Halfway/Corridor	Doors and Hardware	10 2541 6411 4020 1 00000 000	Supplies GBE	General Maintenance	Installed door stop.	8/30/2021
26	17763	the front two outside doors are not shutting all the way sometimes. This is happening more and more everyday Time Available: any	2/15/2022	Office	Doors and Hardware	10 2541 6411 4020 1 00000 000	Supplies GBE	General Maintenance	Checked and adjusted doors.	2/16/2022
27	18445	The stopper foot on my storage room door is about to come out from the door, the screws are falling and being pulled out by the force of the door. Needs to be repaired preferably over the summer. Time Available: asap	5/25/2022	Closet Area	Doors and Hardware	10 2541 6411 4020 1 00000 000	Supplies GBE	General Maintenance	Took door stopper off and replaced	5/26/2022
28	17595	Need three keys made for the Office doors Time Available: any	1/20/2022	Office	Key and Lock	10 2541 6411 4020 1 00000 000	Supplies GBE	General Maintenance	Dean had keys made at B&D Lock & Key.	2/14/2022
29	17855	door kick stand and fix door bell not loud enough Time Available: anytime	3/4/2022	Kitchen	Doors and Hardware	10 2541 6411 4020 1 00000 000	Supplies GBE	General Maintenance	New batteries put in doorbell & new kickstand for door.	3/7/2022
30	18596	The back outer door to the kitchen no longer closes properly and is much harder to open as well as no longer seals shut. Believe it to be bowed slightly. Time Available: anytime	6/17/2022	Kitchen	Doors and Hardware	10 2541 6411 4020 1 00000 000	Supplies GBE	General Maintenance	Adjusted door closer arm.	6/17/2022
31	18549	Back kitchen door is loose and needs to be tightened and the bottom needs to be resealed as it lets in water Time Available: anytime	6/10/2022	Kitchen	Doors and Hardware	10 2541 6411 4020 1 00000 000	Supplies GBE	General Maintenance	Tightened all the screws in door and caulked around threshold.	6/10/2022
32	17289	need 3 more master keys for GBE Time Available: any	12/2/2021	Office	Key and Lock	10 2541 6411 4020 1 00000 000	Supplies GBE	General Maintenance	Cut 3 keys.	12/8/2021
33	18260	Pulley on fresh air motor has come off and key is missing.	5/4/2022	Gym	Key and Lock	10 2541 6411 4020 1 00000 000	Supplies GBE	General Maintenance	I went to O'Reilly and got a key to put back in shaft. Put pulley back on shaft with new key and installed belt and adjusted.	5/4/2022
34	18180	Install door stop on gym door	4/20/2022	Halfway/Corridor	Doors and Hardware	10 2541 6411 4020 1 00000 000	Supplies GBE	General Maintenance	Door stop installed onto door.	4/21/2022
35	16329	all the lock gals came out of the handle in the small staff restroom, door will not lock. Time Available: anytime	7/8/2021	Restroom (Staff)	Doors and Hardware	10 2541 6411 4020 1 00000 000	Supplies GBE	General Maintenance	Changed out door handle.	7/30/2021
36	16953	Both staff restrooms in the back break room are not locking. Unfortunately, we are walking in on each other. Please add a locking device similar to a hook and eye on both restroom doors. Thank you very much! Time Available: anytime	10/4/2021	Restroom (Staff)	Key and Lock	10 2541 6411 4020 1 00000 000	Supplies GBE	General Maintenance	Removed both door knobs. Cleaned one and replaced and replaced the other with new door knob.	10/6/2021
37	17225	We would like new locks in stalled in all 4 staff bathrooms. We would like the dead bolt kind that reads "vacant or occupied" on the outside. Time Available: Any	11/15/2021	Restroom (Staff)	Doors and Hardware	10 2541 6411 4020 1 00000 000	Supplies GBE	General Maintenance	Changed out handles. Ordered from Amazon.	11/29/2021
38	16683	door to the teacher lounge is not shutting correctly Time Available: anytime	9/20/2021	Office	Doors and Hardware	10 2541 6411 4020 1 00000 000	Supplies GBE	General Maintenance	Tightened screw in top of cylinder where oil was leaking and adjusted screws on the swing tensions.	9/21/2021
39	16779	lock on the boys bathroom door screws wont tighten causing the lock to be lose and wont lock the bathroom. Time Available: as soon as you can	9/8/2021	Baseball Field	Key and Lock	10 2541 6411 4020 1 00000 000	Supplies GBE	General Maintenance	Removed strike plate and straightened it, then reinstalled it with bigger screws.	9/10/2021
40	16595	A doorslop needs to be put on the door to the sensory room Time Available: 8/20/21	8/20/2021	Classroom	Doors and Hardware	10 2541 6411 4020 1 00000 000	Supplies GBE	General Maintenance	Door stop given to Carolyn took it stating they would put it on. Door stop/wall protector was taken from stock.	8/23/2021
41	16618	Door lock does not function from inside knob. Time Available: asap	8/23/2021	Classroom	Doors and Hardware	10 2541 6411 4020 1 00000 000	Supplies GBE	General Maintenance	Changed out T turn for dead bolt. (area was music room, 174)	8/23/2021
42	16619	Door lock is falling apart Time Available: anytime	8/23/2021	Classroom	Doors and Hardware	10 2541 6411 4020 1 00000 000	Supplies GBE	General Maintenance	Changed out T turn for dead bolt. (area 135/5th grade)	8/23/2021
43	16725	A student broke a cabinet lock into pieces. The lock will need to be replaced. Time Available: asap	9/1/2021	Classroom	Key and Lock	10 2541 6411 4020 1 00000 000	Supplies GBE	General Maintenance	Removed and replaced broken lock.	9/3/2021
44	16538	please put a lock on the bathroom door in the classroom (up high where students cannot reach it, but a short Sped teacher cant!) : ) We will need to use that restroom for a sped student starting first day of school. Time Available: anytime	8/17/2021	Classroom	Doors and Hardware	10 2541 6411 4020 1 00000 000	Supplies GBE	General Maintenance	Put chain lock on door.	8/18/2021
45	16630	Need 5 more door stops the 4 inch ones Time Available: anytime	8/23/2021	Classroom	Doors and Hardware	10 2541 6411 4020 1 00000 000	Supplies GBE	General Maintenance	5 door stops purchased & taken to GBE.	8/23/2021
46	18253	Outer right side door does not fully close on its own. Needs to be pulled to shut properly had been fixed about 2 weeks ago but the problem has since returned Time Available: anytime	5/3/2022		Doors and Hardware	10 2541 6411 4020 1 00000 000	Supplies GBE	General Maintenance	Install new door closure.	5/4/2022

47	17627	cylinder on door is broken Time Available: anytime	1/25/2022	Gym	Doors and Hardware	10 2541 6411 4020 1 00000 000	Supplies GBE	General Maintenance	Ordered new piece for cylinder. Found some parts in shop for a fix until parts come in.	1/26/2022
48	18509	Room 121's bathroom door is shut fast and hard. Worried it can hurt a student. Time Available: any	6/7/2022	Classroom	Doors and Hardware	10 2541 6411 4020 1 00000 000	Supplies GBE	General Maintenance		6/7/2022
49	17840	Outside door on the right is not wanting to latch Time Available: anytime	3/3/2022	Hallway/Corridor	Doors and Hardware	10 2541 6411 4020 1 00000 000	Supplies GBE	General Maintenance	Adjusted closure to shut harder.	3/7/2022
50	18144	door slams Time Available: anytime	4/13/2022	Hallway/Corridor	Doors and Hardware	10 2541 6411 4020 1 00000 000	Supplies GBE	General Maintenance	Adjusted door closure cylinder.	4/14/2022
51	18578	For safety reasons, I would like to have door handles installed on the insides of doors so teachers can close their doors quickly and easily in case of an emergency. Time Available: anytime	6/15/2022	Classroom	Doors and Hardware	10 2541 6411 4020 1 00000 000	Supplies GBE	General Maintenance	Dave had Laura order these from Amazon. Bobby installed 40 door handles on inside of all classroom doors.	6/23/2022
52	17678	lock will turn to lock but wont turn to unlock Time Available: anytime	2/7/2022	Hallway/Corridor	Key and Lock	10 2541 6411 4020 1 00000 000	Supplies GBE	General Maintenance	Took apart and made sure everything was tight. Working fine.	2/7/2022
53	17430	Front double doors won't close properly. The bottom drags. We have had trouble with getting them to shut and lock Time Available: any	12/20/2021	Hallway/Corridor	Doors and Hardware	10 2541 6411 4020 1 00000 000	Supplies GBE	General Maintenance	Adjusted door closer's doors' not slamming now. Making lock not work. Working like it should.	12/21/2021
54	17590	Tammy is wanting a key made for each of our book rooms. We are having to keep them locked during the day and having a custodian unlock them whenever someone needs in. We have three book rooms. Time Available: any	1/19/2022	Closet Area	Key and Lock	10 2541 6411 4020 1 00000 000	Supplies GBE	General Maintenance	Got keys from Don at B&D Lock & Key and David took them to Grafz Brown.	2/14/2022
55	18205	Outer right side door does not fully close on its own. Needs to be pulled to shut properly Time Available: anytime	4/25/2022		Doors and Hardware	10 2541 6411 4020 1 00000 000	Supplies GBE	General Maintenance	Adjusted the closure cylinder.	4/25/2022
56	17915	the door hinge is broken east door to outside Time Available: anytime	3/16/2022	Gym	Doors and Hardware	10 2541 6411 4020 1 00000 000	Supplies GBE	General Maintenance	Went to JB's Glass and got some parts. Took closer off and replaced broken parts and reassembled.	3/17/2022
57	18867	right door is not opening. Time Available: as soon as you can	9/21/2021	Gym	Doors and Hardware	10 2541 6411 4020 1 00000 000	Supplies GBE	General Maintenance	Worked on panic bar. Screw worked loose. Door works good now.	9/21/2021
58	16942	The inside manual lock does not work. Can lock from the outside with a key only. Time Available: any	9/30/2021	Library	Doors and Hardware	10 2541 6411 4020 1 00000 000	Supplies GBE	General Maintenance	Lock was out of time.	10/1/2021
59	16384	Need locking mechanism between library and Lab for Intruder. Time Available: 1pm	7/22/2021	Library	Doors and Hardware	10 2541 6411 4020 1 00000 000	Supplies GBE	General Maintenance	Ordered closer lock and bought step stool and mounted on wall.	8/24/2021
60	17426	Outer door on Southwest (art/music/library) hallway is not securing to magnetic plate on door. Opens freely from outside without need for keycard. Appears that the hinge arm on the door is bumping into the magnet. Time Available: asap	12/20/2021	Classroom	Doors and Hardware	10 2541 6411 4020 1 00000 000	Supplies GBE	General Maintenance	Door is working fine.	12/20/2021
61	17923	There is a student who is repeatedly, aggressively slamming the classroom door shut. This student is attempting to smash other students' fingers, hands, and feet into the door as they are trying to enter and exit the classroom. This student is also slamming the door repeatedly from the outside to get attention from the classroom teacher. The teacher has put felt pads on the door frame to minimize the sound of the door slamming. Is there a way to make the door safer for all of the students in the room? Either by adjusting the speed it closes at or anything that will make it more difficult to slam? Time Available: 2:30-3:15 pm T-F (students are at Specials)	3/16/2022	Classroom	Doors and Hardware	10 2541 6411 4020 1 00000 000	Supplies GBE	General Maintenance	Adjusted door pump so door could not be slammed. Installed a pull handle on inside of door. Installed gasket around door frame. Teacher was happy with what we did.	3/18/2022
62	18199	Door wants to slam shut may need adjustment Time Available: anytime	4/22/2022	Classroom	Doors and Hardware	10 2541 6411 4020 1 00000 000	Supplies GBE	General Maintenance	Adjusted the closure pressure.	4/25/2022
63	18367	Messers's bathroom door is slamming shut. Time Available: any	5/17/2022	Classroom	Doors and Hardware	10 2541 6411 4020 1 00000 000	Supplies GBE	General Maintenance	Removed & replaced with new closer.	6/15/2022
64	16892	door slams Time Available: anytime	9/23/2021		Doors and Hardware	10 2541 6411 4020 1 00000 000	Supplies GBE	General Maintenance	Install new door closure.	9/24/2021
65	16921	Need 6 4inch 3 hole kick down door holder Time Available: anytime	9/28/2021		Doors and Hardware	10 2541 6411 4020 1 00000 000	Supplies GBE	General Maintenance	Above items purchased and taken to GBE.	9/29/2021
66	16521	weather strips needs replaced. Lot of water came in under doors. Time Available: anytime	8/13/2021		Doors and Hardware	10 2541 6411 4020 1 00000 000	Supplies GBE	General Maintenance	Checked weatherstrip. It was OK. Excessive rain.	8/17/2021
67	16545	cylinder needs to be put back together Time Available: anytime	8/17/2021		Doors and Hardware	10 2541 6411 4020 1 00000 000	Supplies GBE	General Maintenance	Put door cylinder back together.	8/18/2021
68	17841	The doors on the right side as leaving (left hand side is not closing all the way to latch) Time Available: anytime	3/3/2022		Doors and Hardware	10 2541 6411 4020 1 00000 000	Supplies GBE	General Maintenance	Adjusted closure to shut harder.	3/7/2022
69	16820	Need about 6 doors stopper they are the 4 inch ones Time Available: anytime	8/23/2021		Doors and Hardware	10 2541 6411 4020 1 00000 000	Supplies GBE	General Maintenance	Six door stops purchased and given to Carolyn.	8/23/2021

70	16722	FRONT entrance way weather strips are falling off and need to be replaced. Time Available: anytime	9/1/2021		Doors and Hardware	10 2541 6411 4020 1 00000 000	Supplies GBE	General Maintenance	Removed and replaced weather strip inside and out.	9/1/2021
71	17207	Door defense system needed for GBE.	8/18/2021		Doors and Hardware	10 2541 6411 4020 1 00000 000	Supplies GBE	General Maintenance	Laura Hurt ordered Door Defense System from Amazon as requested by David Owens.	8/18/2021
72	17675	outside door on north side by the gate key lock is not working the lock is mess up Time Available: anytime	2/4/2022	Hallway/Corridor	Doors and Hardware	10 2541 6411 4020 1 00000 000	Supplies GBE	General Maintenance		
73	18560	Cancel for the locked door. However need the deadbolt for the door to be disabled. Have had issues with kids locking themselves in the courtyard in the past. Time Available: anytime	6/27/2022		Doors and Hardware	10 2541 6411 4020 1 00000 000	Supplies GBE			
74	17734	Please replace the Lock on the Audio Cabinet in the gym. Thanks, Curtis Time Available: asap	2/11/2022	Gym	Key and Lock	10 2541 6411 1050 1 00000 000	Supplies MHS	General Maintenance	Installed new lock.	2/11/2022
75	16819	The bathroom lock is not working properly. It will not lock easily. Time Available: anytime	9/14/2021	Classroom	Key and Lock	10 2541 6411 1050 1 00000 000	Supplies MHS	General Maintenance	Sprayed lock ease in lock and working fine.	9/15/2021
76	18361	We are needing a key card and a physical key for our Clarity workers to be able to get into the building and into their room in the front office. Time Available: 7:05am	5/17/2022		Key and Lock	10 2541 6411 1050 1 00000 000	Supplies MHS	General Maintenance	Went to ACE Hardware (Westlake's), and got keys made. Checked with Laura and card was in mail.	5/17/2022
77	16413	Good Morning,  As I was walking through the rooms of the Science Department, I noticed a couple of things. The first thing is that the door of room 108 going into the hallway is getting stuck on the doorframe, which is starting to wear through the paint into the frame. The second thing is the wax underneath some of the doors in the department seem to be "non-shiny," which may mean they did not get waxed as well as the rest of the floors.  Thank you for your time, and I hope you have a great rest of your day.  Sincerely,  Hawk Casey Time Available: Any time	7/29/2021	Classroom	Doors and Hardware	10 2541 6411 1050 1 00000 000	Supplies MHS	General Maintenance	Took shims out of door hinges.	7/30/2021
78	16419	Please make a key for Sam Donaldson to get into the black box theater or make the lock and indoor room key, key. :) Time Available: Any	7/30/2021	Classroom	Key and Lock	10 2541 6411 1050 1 00000 000	Supplies MHS	General Maintenance	Cut 2 keys.	8/3/2021
79	17920	The inside door handle was taken off. Needs a new one put on it. Time Available: 7:05am	3/16/2022	Classroom	Doors and Hardware	10 2541 6411 1050 1 00000 000	Supplies MHS	General Maintenance	Removed door handle from storage closet in bathroom in band hallway.	3/21/2022
80	18409	I lost my classroom key. Can I please get another one? Time Available: lissasnyder@moberlyspartans.org	5/23/2022	Classroom	Key and Lock	10 2541 6411 1050 1 00000 000	Supplies MHS	General Maintenance	Went and had a new key cut.	5/26/2022
81	18551	110 -109 Doors locks won't work right Time Available: anytime	6/13/2022	Classroom	Doors and Hardware	10 2541 6411 1050 1 00000 000	Supplies MHS	General Maintenance	David & Dean took apart. Tightened and sprayed Lock-Ease in it.	6/13/2022
82	17242	door to dressing room. locking pin on bottom of door is broken, wont open with release Time Available: any	11/18/2021	Hallway/Corridor	Doors and Hardware	10 2541 6411 1050 1 00000 000	Supplies MHS	General Maintenance	Removed latch on bottom of door. Filled hole in floor w/concrete.	11/19/2021
83	17445	Sam Painter needs a key to the supply closet next to the auditorium to be able to get to supplies for Prom. Time Available: 2:30pm	12/22/2021	Closet Area	Key and Lock	10 2541 6411 1050 1 00000 000	Supplies MHS	General Maintenance	Duplicate request. WO#17550 replaces this one.	1/12/2022
84	17946	The garage door to the drama shed is off track and had a wheel missing. Two people were required to crawl underneath the door in order to open the door. Thank you! Time Available: Nov	3/21/2022	Closet Area	Doors and Hardware	10 2541 6411 1050 1 00000 000	Supplies MHS	General Maintenance	Replaced roller & straightened track.	3/21/2022
85	18450	The bathroom lock is loose and is not locking correctly. Time Available: anytime	5/26/2022	Classroom	Doors and Hardware	10 2541 6411 1050 1 00000 000	Supplies MHS	General Maintenance	Tightened door handle.	5/26/2022
86	18469	I have two wooden cabinets for chemicals in the back of my room, one with sliding glass doors, that I would like to have locks installed on so they can be secured. Time Available: any	5/27/2022	Classroom	Doors and Hardware	10 2541 6411 1050 1 00000 000	Supplies MHS	General Maintenance	Installed 3 hasps and padlocks.	5/31/2022
87	17968	We need a set of theater keys for Alisa Kirkbride, the assistant play director. She needs a copy of key 14 and 15, please. Time Available: 7:20 a.m.	3/23/2022	Classroom	Key and Lock	10 2541 6411 1050 1 00000 000	Supplies MHS	General Maintenance	Danny had 3 keys made at Westlake's and delivered to MHS. Danny delivered 6-pin brass to MHS purchased from Lowe's.	3/25/2022
88	17337	center main doors to auditorium, south door closer is loose Time Available: any	12/8/2021	Auditorium	Doors and Hardware	10 2541 6411 1050 1 00000 000	Supplies MHS	General Maintenance	Tightened bolts hold closer to door.	12/8/2021

89	16438	Door for Room #109 JROTC needs to be repaired. Will not close. Time Available: as soon as possible	8/3/2021	JROTC	Key and Lock	10 2541 6411 1050 1 00000 000	Supplies MHS	General Maintenance	Took shims out and bent hinges.	8/4/2021
90	16178	The kitchen door lock only turns one way so it won't unlock. Time Available: any time	4/20/2022	Shop	Doors and Hardware	10 2541 6411 1050 1 00000 000	Supplies MHS	General Maintenance	Got a call in to Don w/B & D Lock. Put new improved lock in.	5/9/2022
91	17313	Lock on the medication cabinet needs repair or replaced. Time Available: 11:00 am	12/6/2021	Nurse's Office	Key and Lock	10 2541 6411 1050 1 00000 000	Supplies MHS	General Maintenance	Took lock out and repaired it and replaced it.	12/7/2021
92	16750	Nurse office at high school restroom door handle fell off. Needs a micro setscrew (possibly). Time Available: 11:00am	9/3/2021	Nurse's Office	Doors and Hardware	10 2541 6411 1050 1 00000 000	Supplies MHS	General Maintenance	Screwed handle on and tightened.	9/7/2021
93	17525	The window door to the concession stand has been bent in the tracks and needs fixed. Time Available: any	1/7/2022	Concession Stand	Doors and Hardware	10 2541 6411 1050 1 00000 000	Supplies MHS	General Maintenance	Took bent bracket out of track & had VOTECH make another one and then reinstalled it.	1/10/2022
94	16397	We need two door keys for the Clarity Health providers. Time Available: any	7/28/2021	Office	Key and Lock	10 2541 6411 1050 1 00000 000	Supplies MHS	General Maintenance	Cut 3 keys.	8/3/2021
95	16655	Need keys made for fire panel.	8/25/2021	Office	Key and Lock	10 2541 6411 1050 1 00000 000	Supplies MHS	General Maintenance	Michael went and got Glen a key made for fire panel.	8/25/2021
96	17550	Sam Painter needs a key to the supply closet next to the auditorium to be able to get to supplies for Prom. Time available: 2:30pm	12/22/2021	Closet Area	Key and Lock	10 2541 6411 1050 1 00000 000	Supplies MHS	General Maintenance	Took key to her. WO#17445 is duplicate.	1/10/2022
97	17075	fire doors will not shut all the way	10/21/2021	Hallway/Corridor	Doors and Hardware	10 2541 6411 1050 1 00000 000	Supplies MHS	General Maintenance	Got all fire doors in MHS working.	10/22/2021
98	17317	Alphone door station at entry way to MHS office not working properly.	12/3/2021	Office	Electronic Door Access	10 2541 6332 1050 1 00000 000	repairs/maint MHS	General Maintenance	Q Security Solutions LLC came on site and repaired the system.	12/3/2021
99	16244	cut key for custodian	4/29/2022		Key and Lock	10 2541 6411 1050 1 00000 000	Supplies MHS	General Maintenance	Cut key for Matt Bailey.	4/29/2022
100	17285	Key card reader at kitchen door not working. Time Available: Any	12/2/2021	Kitchen	Electronic Door Access	10 2541 6411 1050 1 00000 000	Supplies MHS	General Maintenance	Changed out card reader. Ended up calling Q-Solutions to fix. Refer to WO#17317. Q Security Solutions LLC were on-site to repair another issue with office Alphone and corrected this problem free of charge.	12/3/2021
101	16955	Door handle from Band area bathroom came off. Time Available: 7-3	10/4/2021	Office	Doors and Hardware	10 2541 6411 1050 1 00000 000	Supplies MHS	General Maintenance	Put handle for door back on.	10/4/2021
102	16999	Boys restroom across from counselor need stall locks adjusted all of them one of them need a new latch Time Available: rickthornton@moberlyspartans.org	10/11/2021	Restroom (Boys)	Doors and Hardware	10 2541 6411 1050 1 00000 000	Supplies MHS	General Maintenance	Replaced and realigned latches.	10/13/2021
103	17080	card reader door to PAC shuts hard, needs adjustment Time Available: any	10/22/2021	Lobby	Electronic Door Access	10 2541 6411 1050 1 00000 000	Supplies MHS	General Maintenance	Adjusted closer.	10/26/2021
104	17637	There is a 2 drawer green filing cabinet that was locked and we do not have a key it is in the front office by Vicky's desk Time Available: any	1/26/2022	Office	Doors and Hardware	10 2541 6411 1050 1 00000 000	Supplies MHS	General Maintenance	Drilled out lock.	1/26/2022
105	17567	My key broke for my lock filing cabinet and I do not have an extra key. Not sure if you can piece it together to get a new key made or just put a new lock on for me Time Available: anytime	1/13/2022	Office	Doors and Hardware	10 2541 6411 1050 1 00000 000	Supplies MHS	General Maintenance	Went and got a mis-cut key from Lowe's and remade it to work.	1/19/2022
106	17391	Need to have a key to the office doors for Vicky Snodgrass. Time Available: 7-3	12/15/2021	Office	Key and Lock	10 2541 6411 1050 1 00000 000	Supplies MHS	General Maintenance	Cut keys.	12/15/2021
107	17108	cut keys for new custodian	10/27/2021		Key and Lock	10 2541 6411 1050 1 00000 000	Supplies MHS	General Maintenance	Cut 2 keys.	10/26/2021
108	17070	Purchase security latch no-latch door magnets for MHS.	10/13/2021		Doors and Hardware	10 2541 6411 1050 1 00000 000	Supplies MHS	General Maintenance	Dave purchased from Decker.	10/19/2021
109	17524	garage door track is mess up the Time Available: anytime	1/7/2022	Concession Stand	Doors and Hardware	10 2541 6411 1050 1 00000 000	Supplies MHS			
110	17973	Key ring broke and need new key ring.	3/24/2022		Key and Lock	10 2541 6411 0000 1 00000 000	Supplies Maint	Supplies	Went and got a new key ring and key caps.	3/24/2022
111	17696	3 keys made at Westlake's for maintenance department use.	1/28/2022		Key and Lock	10 2541 6411 0000 1 00000 000	Supplies Maint	General Maintenance	Keys would not work and were returned on 2-7-22.	2/7/2022
112	17768	Made two key copies for mail courier.	2/17/2022		Key and Lock	10 2541 6411 0000 1 00000 000	Supplies Maint	Supplies	Wilbur had 2 key copies made for mail courier.	2/17/2022
113	17646	Doorbell needed for back door at maintenance department.	11/16/2021	Shop	Doors and Hardware	10 2541 6411 0000 1 00000 000	Supplies Maint	General Maintenance	Laura ordered doorbell from Amazon.	11/16/2021
114	17115	Key blank needed for maintenance shop.	10/21/2021	Shop	Key and Lock	10 2541 6411 0000 1 00000 000	Supplies Maint	General Maintenance	Aaron purchased above supply at Westlake Hardware.	10/21/2021
115	17240	Key needed for maintenance use.	11/18/2021	Shop	Key and Lock	10 2541 6411 0000 1 00000 000	Supplies Maint	General Maintenance	Tim had key made at Westlake Hardware.	11/17/2021
116	18615	cut key for dump truck	6/21/2022	Shop	Key and Lock	10 2541 6411 0000 1 00000 000	Supplies Maint	General Maintenance	Had keys made for dump truck.	6/15/2022
117	16694	Install garage door opener on old pole barn. Install 110 plug-in for garage door opener	9/24/2021		Doors and Hardware	40 4051 6531 0000 1 00000 100	Improvement to sites	General Maintenance	Getting set up to put opener in from Glen's Garage Doors. Bill will be coming from Glen's Garage Doors.	9/27/2021
118	16654	Danny needs a master key made for High school.	8/25/2021		Key and Lock	10 2541 6411 0000 1 00000 000	Supplies Maint	General Maintenance	I went and got Danny a key made for High School.	8/25/2021
119	17318	Keyscan mullion proximity reader and keyscan proximity reader needed to place in inventory for district school use.	12/3/2021		Electronic Door Access	10 2541 6411 0000 1 00000 000	Supplies Maint	General Maintenance	Dave ordered from Q Security Solutions LLC.	12/3/2021
120	16328	Front door on maintenance shop not working.	7/9/2021		Doors and Hardware	10 2541 6411 0000 1 00000 000	Supplies Maint	General Maintenance		7/9/2021
121	17042	Need another key made for pull station.	10/18/2021	Office	Key and Lock	10 2541 6411 1050 1 00000 110	Supplies MATC	General Maintenance	Michael went to Westlakes and had them make an extra pull-station key for MATC.	10/18/2021
122	17862	adjust door closer on welding shop door inside the horseshoe	3/8/2022	Parking Lot	Doors and Hardware	10 2541 6411 1050 1 00000 110	Supplies MATC	General Maintenance	Adjusted closer speed controls.	3/8/2022

123	17523	Mrs. Fidler is requesting that the custodians have a key to her office. Taletha says that we only need 1 key and that she and Adam will share it. Time Available: any	1/7/2022	Office	Key and Lock	10 2541 6411 1050 1 00000 110	Supplies MATC	General Maintenance	Went and got some keys cut.	1/10/2022
124	18556	The door leading into the MATC office does not close all the way - sticks. Seems that some of it has to do with humidity, but David is questioning as there may be some settling that may have occurred. Time Available: any	6/13/2022	Office	Doors and Hardware	10 2541 6411 1050 1 00000 110	Supplies MATC	General Maintenance	Took ceiling tiles down and looked for possible way to fix frame that is shifting. No way to adjust it from ceiling. Foundation under frame work seems to be moving to me. Filed some more off top of door so it would close.	6/20/2022
125	17658	Mr. Barner is requesting that 2 keys be made that will lock the tunnel doors on the High School side. Time Available: any	1/28/2022	Office	Key and Lock	10 2541 6411 1050 1 00000 110	Supplies MATC	General Maintenance	Had 2 keys cut.	2/8/2022
126	17837	The South door leading into the main office at MATC will not shut all the way. Gets worse as the day goes along so not sure if it has to do with heating and cooling. Time Available: any	3/3/2022	Office	Doors and Hardware	10 2541 6411 1050 1 00000 110	Supplies MATC	General Maintenance	Filed area of the door down where it was rubbing on frame.	3/15/2022
127	18470	Seems as though the scanner for the front Main door of MATC is not working. Scan cards will not open the door and the device in the office will not unlock the door. I believe we need to have the scanner replaced. Time Available: any	8/6/2021	Office	Doors and Hardware	10 2541 6411 1050 1 00000 110	Supplies MATC	General Maintenance	Panic bar was not unlock.	8/9/2021
128	16699	The door scanner is not scanning anyone's cards. Time Available: any	8/31/2021	Office	Doors and Hardware	10 2541 6411 1050 1 00000 110	Supplies MATC	General Maintenance	Reset reader.	8/31/2021
129	17076	Broke the floor door stop. A board has been put behind so the door doesn't cause hole in the wall when door is opened. Time Available: Anytime	10/21/2021	Hallway/Corridor	Doors and Hardware	10 2541 6411 1050 1 00000 110	Supplies MATC	General Maintenance	Removed and replaced broken door stop.	10/22/2021
130	17034	There needs to be a transition strip added to the bathroom stall door on both the East and West side boy's locker rooms at MATC. Time Available: any	10/15/2021	Locker Room	Doors and Hardware	10 2541 6411 1050 1 00000 110	Supplies MATC	General Maintenance	Ordered transition strips from School-Fix. Put new transition strips up.	10/28/2021
131	16981	Need to have 2 additional keys made for the Fire Alarm box. There is a key in the office with Connie that can be used to have others made Time Available: any	10/7/2021	Office	Key and Lock	10 2541 6411 1050 1 00000 110	Supplies MATC	General Maintenance	Went and got fire alarm box keys. Had 3 keys made for panel. I had to call Midwest Electronic and E-Mail pictures of pull-stations because we can not find a key that will work in them. Midwest said they would mail us the keys.	10/8/2021
132	16990	The door for the file cabinet room will not close Time Available: any	10/8/2021	Office	Doors and Hardware	10 2541 6411 1050 1 00000 110	Supplies MATC	General Maintenance	Removed door and cut 1/8" off top. Reinstalled door.	10/13/2021
133	18378	The backdoor of room TC-26 will not shut all the way on it's own - has to be pulled shut. This is the door that is directly across from the Community Room. Time Available: 10:15 am - Noon or after 2:35 pm	5/18/2022	Classroom	Doors and Hardware	10 2541 6411 1050 1 00000 110	Supplies MATC	General Maintenance	Adjust door hinges and adjust door closure.	5/20/2022
134	16560	Ms. Meier's classroom door will not close properly - sticks Time Available: any	8/18/2021		Doors and Hardware	10 2541 6411 1050 1 00000 110	Supplies MATC	General Maintenance	Put new striker on door.	8/18/2021
135	18522	The door of the Community Room storage area needs to be shaved off as it is dragging on the floor. Time Available: any	6/8/2022	Classroom	Doors and Hardware	10 2541 6411 1050 1 00000 110	Supplies MATC	General Maintenance	Removed door. Cut 1/4" off bottom of door. Rehung door.	6/9/2022
136	17082	Can the hinge be removed from Lindsey Overfelt's office door so that it will open all the way - flat to the wall. A wall door stop will also need to be installed so that the door does not slam against the wall. With the door the way it currently is, it is a safety hazard as students are passing through the halls with a potential of walking into the door. Time Available: any	10/22/2021	Classroom	Doors and Hardware	10 2541 6411 1050 1 00000 110	Supplies MATC	General Maintenance	Removed door closer and installed door stop.	10/25/2021
137	17223	Need to have 2 keys made for the double doors for the tunnel between MATC and the High School Time Available: any	11/15/2021	Office	Key and Lock	10 2541 6411 1050 1 00000 110	Supplies MATC			
138	18655	The exit doors to the industrial tech classroom do not shut or lock properly. Time Available: 6/27/2022	6/27/2022	Classroom	Doors and Hardware	10 2541 6411 3000 1 00000 000	Supplies MMS	General Maintenance		
139	18076	the right side fire door leading to E-wing is broken where the hinges are. Marks on the carpet make it look as though someone tried to move some large cabinet or something through there. Time Available: 4/6/2022	4/6/2022	Hallway/Corridor	Doors and Hardware	10 2541 6411 3000 1 00000 000	Supplies MMS	General Maintenance	Took door off and put new hinge mount in door. Re-glued and re-installed.	4/8/2022
140	17695	The interior left side door closer between the kitchen and the gym is not working. Time Available: 2/8/2022	2/8/2022	Hallway/Corridor	Doors and Hardware	10 2541 6411 3000 1 00000 000	Supplies MMS	General Maintenance	Adjusted cylinders on both doors.	2/8/2022
141	17570	The lock to the EXIT door between the kitchen and gym will not relinquish the key once it is inside it. It takes a pair of pliers to pull it out. Time Available: 1/14/2022	1/14/2022	Hallway/Corridor	Doors and Hardware	10 2541 6411 3000 1 00000 000	Supplies MMS	General Maintenance	Tightened up tail shaft on lock.	1/14/2022

142	17688	The small, one door closet in the gym needs a door stop mounted on it so that it can be propped open. Time Available: 3/8/2022	3/8/2022	Gym	Doors and Hardware	10 2541 6411 3000 1 00000 000	Supplies MMS	General Maintenance	Bought and installed door stop.	3/9/2022
143	17534	rear kitchen door need a door sweep was wrote up by health inspector Time Available: anytime	1/10/2022	Kitchen	Doors and Hardware	10 2541 6411 3000 1 00000 000	Supplies MMS	General Maintenance	Adjusted door sweep that was on door and added an additional one to outside of door.	1/11/2022
144	16861	When doorbell rings and button is pushed it will unlock the door sometimes and not others. Some staff members have trouble with their key card also. Time Available: 7:00-3:30	9/20/2021	Office	Doors and Hardware	10 2541 6411 3000 1 00000 000	Supplies MMS	General Maintenance	Went to check out and working fine today.	9/21/2021
145	16886	We need 2 new combination padlocks for the chains that will be used on the gym door after the new floor finish is applied. Time Available: 6/29/2022	6/29/2022	Closet Area	Key and Lock	10 2541 6411 3000 1 00000 000	Supplies MMS	General Maintenance	Bought & delivered.	6/30/2022
146	18470	Choir room door in poor repair. Had JB Glass order new door and hinges to replace.	5/27/2022		Doors and Hardware	40 4051 6531 0000 1 00000 100	Improvement to sites	General Maintenance	New door & hinges ordered from JB's Glass & Tint.	5/27/2022
147	17904	cut keys for custodians for the football stadium	3/15/2022	Football Field	Key and Lock	10 2541 6411 3000 1 00000 000	Supplies MMS	General Maintenance	Cut two keys.	3/14/2022
148	17881	adjust door closer on outside girls PE locker room	3/8/2022	Locker Room	Doors and Hardware	10 2541 6411 3000 1 00000 000	Supplies MMS	General Maintenance	Adjusted door and also adjusted the inside door so it would close.	3/10/2022
149	17032	Door Alphone not working	10/15/2021		Electronic Door Access	10 2541 6332 3000 1 00000 000	repairs/maint MMS	General Maintenance	Q security solutions came and repaired	10/16/2021
150	17542	The weather strip at the bottom of the kitchen back door needs to be replaced. It is worn out. Time Available: 1/11/22	1/11/2022	Kitchen	Doors and Hardware	10 2541 6411 3000 1 00000 000	Supplies MMS			
151	17876	Main entry door is not closing completely Time Available: any	3/9/2022	Lobby	Doors and Hardware	10 2541 6411 4060 1 00000 000	Supplies NP	General Maintenance	Adjusted closer.	3/10/2022
152	17894	The main door needs to be readjusted. It is slamming now and shaking all the windows in the vestibule Time Available: any	3/10/2022	Lobby	Doors and Hardware	10 2541 6411 4060 1 00000 000	Supplies NP	General Maintenance	Readjusted door closer.	3/10/2022
153	17890	The entry door is not closing again Time Available: any	3/10/2022	Lobby	Doors and Hardware	10 2541 6411 4060 1 00000 000	Supplies NP	General Maintenance	Replaced with new closer.	3/11/2022
154	18365	the doors at the north end need adjusting, they have to be pulled to shut right Time Available: any	5/17/2022	Hallway/Corridor	Doors and Hardware	10 2541 6411 4060 1 00000 000	Supplies NP	General Maintenance	Adjusted door closer.	5/17/2022
155	17791	Nurse door key and medicine cabinet key - lost my set Time Available: lisagusa@moberlyspartans.org	2/23/2022	Nurse's Office	Key and Lock	10 2541 6411 4060 1 00000 000	Supplies NP	General Maintenance	Had 2 keys cut at ACE.	2/23/2022
156	17955	Lock is hard to open for any of the keys, have to jiggle it about 10 times to open the lock Time Available: any	3/23/2022	Nurse's Office	Key and Lock	10 2541 6411 4060 1 00000 000	Supplies NP	General Maintenance	Tighten handle up and sprayed lock EZ in key hole.	3/24/2022
157	17998	cut key for custodian	3/29/2022		Key and Lock	10 2541 6411 4060 1 00000 000	Supplies NP	General Maintenance	Cut 4 keys.	3/28/2022
158	17634	Replace the doorbell button or the entire doorbell at the handicap door Time Available: any	3/2/2022		Doors and Hardware	10 2541 6411 4060 1 00000 000	Supplies NP	General Maintenance	Bought new and installed.	3/3/2022
159	16648	JB's glass replaced electric latch on south west door by art room.	8/25/2021		Doors and Hardware	10 2541 6332 4060 1 00000 000	repairs/maint NP	General Maintenance	Electric latch replaced latch on southwest door by art room.	8/25/2021
160	17129	Card reader installed on Northwest double doors leading to teacher parking. Used extra 2 reader panel. Total of one extra space for future use.	10/29/2021		Doors and Hardware	40 4051 6531 0000 1 00000 100	Improvement to sites	General Maintenance	Card reader installed on northwest double doors leading to teacher parking area. Used extra 2 reader panel. Total of one extra space for future use.	10/29/2021
161	17689	we need to have new door stops put on patricks and andersons room. Time Available: 3pm	2/7/2022	Classroom	Doors and Hardware	10 2541 6411 4080 1 00000 000	Supplies SP	General Maintenance	Reinforced door with aluminum plate. Reattached door stoppers.	2/10/2022
162	18502	need to have the south recess door by library doesnt close all the time and we have kids excapeing Time Available: SOON	6/6/2022		Doors and Hardware	10 2541 6411 4080 1 00000 000	Supplies SP	General Maintenance	Took the door closure off and reinstalled because screw holes were stripped out.	6/7/2022
163	18321	We need extra keys made for the 1st grade hallway classrooms Time Available: any	5/11/2022		Key and Lock	10 2541 6411 4080 1 00000 000	Supplies SP	General Maintenance	Cut 6 keys.	5/12/2022
164	18098	Cafeteria door leaking oil out of door closer by teacher lounge hall way put blue tape on on the door Time Available: anytime	4/7/2022	Cafeteria	Doors and Hardware	10 2541 6411 4080 1 00000 000	Supplies SP	General Maintenance	Tightened nut where oil was leaking out and adjusted closer.	4/11/2022
165	17334	My special education needs the handle to the door raised. Room number 111 Time Available: any	12/8/2021	Classroom	Doors and Hardware	10 2541 6411 4080 1 00000 000	Supplies SP	General Maintenance	Unable to complete this request. Work ordered is voided.	4/28/2022



**Policy EBC-2: EMERGENCY DRILLS**

Status: ADOPTED

Original Adopted Date: 08/23/2007 | Last Revised Date: 08/12/2014

*(Districts Required to Hold Earthquake Drills)*

As part of the implementation of the district's adopted crisis intervention plan, the superintendent or designee has the responsibility for developing and maintaining the district's emergency preparedness plans and emergency drill schedules.

**Emergency Drills**

The superintendent or designee, in cooperation with the building principals, will develop emergency drills for fires, tornados, bus emergencies, earthquakes, bomb threats and armed intruder/active shooter situations. Additional emergency drills may be developed and practiced at the discretion of the superintendent. Instruction on all emergency drills shall be given early in the school year, and emergency drills shall be held regularly throughout the year. The district will conduct emergency drills as required by law and policy and will ensure that the number of emergency drills conducted is sufficient to give instruction and practice in proper actions by staff and students during lockdown, shelter-in-place and evacuation. Emergency exiting procedures will be posted near the door in each building.

The superintendent or building principal will schedule and execute emergency drills. Principals who schedule emergency drills will provide the superintendent advance notice of the drills. The district will cooperate and coordinate emergency drills with other community agencies such as the fire department, law enforcement officials, emergency medical services and local emergency planning committees. Pursuant to law, armed intruder/active shooter drills will be conducted and led by law enforcement professionals.

Emergency evacuation drills on school buses will be conducted for all students in grades kindergarten through six at least once per semester with the first drill completed prior to October 31 annually.

**Earthquake Preparedness Disaster Plans and Drills**

In accordance with law, the superintendent or designee, cooperating with building principals, shall develop and implement a districtwide school building disaster plan to protect students and staff before, during and after an earthquake. The plan will be designed specifically to minimize the danger to students, staff and district property as a result of an earthquake and will be ready for implementation at any time. The superintendent or designee will request assistance with developing and establishing the earthquake emergency procedure system from the State Emergency Management Agency (SEMA) and any local emergency management agency located within district boundaries.

An emergency exercise will be held at least twice each school year that will require students and staff to simulate earthquake emergency conditions and practice the procedures that are to be implemented under such conditions.

The superintendent shall develop a program that ensures that all students and staff of the district are aware of and properly trained in the earthquake emergency procedure system. This emergency procedure system shall be available for public inspection at the district office during normal business hours.

At the beginning of each school year, the district shall distribute to all students information from the Federal Emergency Management Agency (FEMA), SEMA and other sources in order to help students understand the causes and effects of earthquakes and the best and latest safety measures available to them in an earthquake situation.

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*Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.*

# MOBERLY SCHOOL DISTRICT - EMERGENCY DRILL SCHEDULE - 2021-2022

Fire drills will be held **at least once a month** in educational buildings.

**Two** earthquake drills will be conducted each year. **Once each semester.**

**Two** tornado drills will be conducted each year. **Once each semester.**

**Two** intruder drills will be conducted each year. **Once each semester.**

**Two** bomb threat drills. **One each semester**

Post this form in the building's main office during the year. Submit completed copy to the Superintendent within one week of the end of the school term. File one copy in the Principal's Office.

Month	Date of Drill	Type of Drill	Time of Drill	Weather During Drill	# Occupants Evacuated	Total Time for Evacuation
September		Fire Tornado Earthquake Intruder/Active Shooter Bomb Threat				
October		Fire Tornado Earthquake Intruder/Active Shooter Bomb Threat				
November		Fire Tornado Earthquake Intruder/Active Shooter Bomb Threat				
December		Fire Tornado Earthquake Intruder/Active Shooter Bomb Threat				
January		Fire Tornado Earthquake Intruder/Active Shooter Bomb Threat				
February		Fire Tornado Earthquake Intruder/Active Shooter Bomb Threat				
March		Fire Tornado Earthquake Intruder/Active Shooter Bomb Threat				
April		Fire Tornado Earthquake Intruder/Active Shooter Bomb Threat				
May		Fire Tornado Earthquake Intruder/Active Shooter Bomb Threat				

Administrator's Signature

Building

Date Submitted

**Policy EBCA: CRISIS INTERVENTION PLAN**

**Status:** ADOPTED

**Original Adopted Date:** 09/11/2001 | **Last Revised Date:** 08/12/2014

The Moberly School District No. 81 has a crisis intervention plan to help school district administrators and faculty deal effectively with crises that could interfere with the normal daily operation of school. This plan outlines and describes the district's guidelines for responding to most crises. All staff members with a need to know will be provided in-service training concerning these guidelines. Specific information regarding the crisis intervention plan is available in the central and building offices upon request, unless it is considered a closed record pursuant to the Missouri Sunshine Law.

The superintendent or designee shall develop a comprehensive all-hazards emergency response plan. The plan must identify potential emergency situations that may impact the district, include procedures for responding to those emergency situations and address the transition back to pre-emergency status. The plan will be developed based on recommendations from the Missouri Center for Education Safety, the State Emergency Management Agency (SEMA) or other appropriate entities that provide expertise in emergency planning. In addition, the plan will be developed with cooperation from local public-safety first responders and, to the extent possible, will be compatible with city and county plans. The emergency plan will include provisions addressing the needs of special populations of students and will assume a potential shelter-in-place period of up to 72 hours.

### **Reporting**

All district staff are required to report potentially dangerous situations immediately. Each building in the district will foster an environment in which students feel comfortable sharing with a responsible adult any information regarding potentially threatening or dangerous situations.

### **Community Emergency Plan**

The Board directs the superintendent or designee to recommend an emergency preparedness plan, subject to Board adoption, to address the use of school resources (including school facilities, commodity foods, school transportation and equipment) if a natural disaster or other community emergency occurs. The plan will authorize the superintendent or other designated school official to approve the use of school resources to provide relief to the community if an emergency occurs. The use of school resources under this section shall be subject to review by the Board within 30 days of authorization or as soon as reasonably possible.

### **Crisis and Emergency Plan Records**

In accordance with law and district policy, the district will close records pertaining to school security guidelines, policies and response plans; structural plans of real property; security systems; and access and authorization codes for security systems.

\* \* \* \* \*

**Policy ECA-1: BUILDING AND GROUNDS SECURITY**

Status: ADOPTED

Original Adopted Date: 10/14/2003 | Last Revised Date: 04/11/2017

It is the goal of the Moberly School District No. 81 to provide a safe learning environment for students and a safe working environment for employees. The Board directs the superintendent or designee to routinely inspect the district's property and bring proposals for improving security to the Board.

**Property Access**

In general, district buildings and property are not open to the public unless the district has specifically opened a building or property for public use or for an event to which the public is invited. The superintendent or designee will establish regular business hours and locations where members of the general public may contact the district and interact with district employees.

The superintendent or designee will set hours when parents/guardians may drop off and pick up their students. The district is not responsible for the supervision of students except during regular school hours or other times designated by the district.

The superintendent or designee will determine which district employees need access to district buildings or grounds outside regular building hours and provide those employees with keys or electronic access. The district will maintain a list of employees with access and will routinely monitor this list to ensure that only current employees continue to have access. An employee's access may be revoked at any time.

All district employees and volunteers are required to maintain security in district buildings, enforce building access rules and take action when doors are left unsecured or district security is otherwise compromised.

**Security Personnel**

The district may employ or contract for trained and appropriately licensed personnel or independent contractors to provide security during the regular school day, after regular business hours or during events or activities where additional security is determined necessary.

**Surveillance Cameras**

The district utilizes surveillance equipment on district property and in district facilities for security purposes.

**Firearms and Other Weapons**

No person shall carry a firearm, a concealed weapon or any other weapon readily capable of lethal use into any school, onto any school transportation or onto the premises of any function or activity sponsored or sanctioned by the district, except for authorized law enforcement officials. Adults may possess weapons on school property for the limited purpose of facilitating or participating in a school-sanctioned firearm-related event. School officials are prohibited from authorizing any person to bring weapons on school property or to school activities, including concealed weapons, beyond the exceptions stated in this policy. Students may participate in school-sanctioned gun safety courses, student military or ROTC courses, or other school-sponsored or club-sponsored firearm-related events, provided the student does not carry a firearm or other weapon readily capable of lethal use into any school, onto any school bus, or onto the premises of any other function or activity sponsored or sanctioned by school officials or the district School Board.

Any person who possesses a weapon in violation of this policy will be asked to leave district property. In addition, district administrators may report the incident to law enforcement officials, ban the person from school property or school events in accordance with policy KK or seek other legal remedies. Possession of weapons by students is governed by policy JFCJ and regulation JG-R1.

**Loss, Damage and Theft**

The superintendent or designee will establish controls to prevent the loss, damage and theft of district property. The administrators, department heads and supervisors of programs, buildings and departments are responsible for creating and enforcing practices and protocols to secure equipment and supplies and for budgeting for the locks, safes or storage facilities necessary to prevent loss and theft and to protect district property.

All district employees must report missing or damaged property to their supervisor as soon as they become aware that property is missing or damaged. District patrons and students are encouraged to report incidents of damage to or theft of district property. All reports of missing or damaged property will be investigated.

The Board shall seek all legal redress against persons found to have committed acts of willful or malicious abuse, destruction, damage or theft of district property. The superintendent or designee is authorized to file charges on behalf of the district for theft, vandalism or other criminal activity involving district property.

Students found guilty of theft or willful damage to any district property will be disciplined in accordance with Board policies and regulations. Any employee whose actions or inactions cause the loss, damage or theft of district property may be disciplined or terminated. The district will seek restitution for willful damage to district property under the laws of this state. In the case of minors, restitution will be sought from their parents/guardians.

#### **Security Records**

In accordance with law and district policy, the district has closed records pertaining to district security guidelines, policies and response plans; structural plans of real property; security systems; and access and authorization codes for security systems. Other security-related records will only be provided to members of the public upon request when required by law.

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**Note:** *The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.*

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**Moberly School District**  
**Security Purchase Expense Report = January 2017-June 2022**

Entry Date	Description	Invoice	Vendor Name	Debit Amount
03/14/2017	50% PROGRESS BILLING - EQUIPMENT	36464	Q SECURITY SOLUTIONS LLC	21,246.26
03/14/2017	50% PROGRESS BILLING - INSTALLATION	36464	Q SECURITY SOLUTIONS LLC	24,128.00
06/13/2017	40% PROGRESS BILLING - EQUIPMENT	37280	Q SECURITY SOLUTIONS LLC	16,997.01
06/13/2017	40% PROGRESS BILLING - INSTALLATION	37280	Q SECURITY SOLUTIONS LLC	19,302.40
06/27/2017	MATERIAL FOR DOOR REPLACEMENT PROJECTS	38730	MAGIC CITY GLASS INC	30,000.00
08/08/2017	EXTERIOR DOOR REKEYING PROJECT	21169	B & D LOCK & KEY	30,647.84
09/12/2017	GRADE 1 LEVER "STOREROOM"	21190	B & D LOCK & KEY	785.00
09/12/2017	CYLINDRICAL CYLINDERS	21190	B & D LOCK & KEY	572.35
09/12/2017	CYLINDER CUPS	21190	B & D LOCK & KEY	51.60
09/12/2017	ASSA DUPLICATE KEYS	21190	B & D LOCK & KEY	375.00
09/12/2017	KEY LABOR	21190	B & D LOCK & KEY	250.00
09/12/2017	LOCKS & MASTER	21190	B & D LOCK & KEY	300.00
09/12/2017	TAIL PIECES RIM	21190	B & D LOCK & KEY	95.00
09/12/2017	LABOR/INSTALLATION	21190	B & D LOCK & KEY	731.25
09/12/2017	REMAINING BALANCE FOR ACCESS CONTROL	38492	Q SECURITY SOLUTIONS LLC	9,074.85
09/12/2017	ADDTL DOOR ACCESS FOR NP RAMP & ADDITION	38492	Q SECURITY SOLUTIONS LLC	1,992.75
09/22/2017	6 PIN SCH "E" KEYS	21189	B & D LOCK & KEY	30.00
09/22/2017	KEY LABOR	21189	B & D LOCK & KEY	60.00
10/10/2017	DOOR REPLACEMENT - EP, SP, NP, GBE & MMS	38953	MAGIC CITY GLASS INC	13,241.00
02/13/2018	INSTALLED WLDDED FRAME GATE - NORTH PARK	20180209	WOOD-LINK FENCE CO INC	1,455.10
03/13/2018	INSTALL CHAIN LINK W/FRAME, RAIL & CONCRETE	20180309	WOOD-LINK FENCE CO INC	6,125.00
04/10/2018	NP KEYS CAN ADDITION - EQUIPMENT/INSTALL	41372	Q SECURITY SOLUTIONS LLC	4,049.45
04/10/2018	SP KEYS CAN ADDITION - EQUIPMENT/INSTALL	41372	Q SECURITY SOLUTIONS LLC	4,049.45
07/10/2018	JO SERIES INTERIOR/EXTERIOR KIT	42654	Q SECURITY SOLUTIONS LLC	548.10
07/10/2018	ADDITIONAL INTERIOR STATION	42654	Q SECURITY SOLUTIONS LLC	382.50
07/10/2018	JO SERIES DESK STANDS	42654	Q SECURITY SOLUTIONS LLC	38.26
07/10/2018	INSTALLATION	42654	Q SECURITY SOLUTIONS LLC	462.50
05/14/2019	ASSA LOCK SYSTEM FOR GBE PER LOCK BID	21903	B & D LOCK & KEY	11,202.45
06/26/2019	MATERIALS TO REPLACE DOORS	2749	JB'S GLASS	31,750.00
08/13/2019	12V RELAYS, TIMERS, INSTALLATION MS	M170	Q SECURITY SOLUTIONS LLC	716.26
08/13/2019	REPAIRED 6' TALL CHAIN LINK FENCE & GATE	08062019	WOOD-LINK FENCE CO INC	1,540.00
08/14/2019	FLOOD LIGHTS, WALL SCONCES	88868849	LOWES	103.50
10/08/2019	ALUMINUM DOORS AND GLASS	3086	JB'S GLASS	41,705.00
11/12/2019	KEYS, CYLINDER	22041	B & D LOCK & KEY	203.02
12/10/2019	FAI, RIM EXIT DEVICES, TRIM	ACR/34204	OVERHEAD DOOR CO OF CENTRAL MO	3,299.00
05/12/2020	INSTALL KEYSCAN READER, PANIC BAR AT MHS	M210	Q SECURITY SOLUTIONS LLC	3,332.27
07/14/2020	MMS DOORS AND HARDWARE	3840	JB'S GLASS	41,300.00
08/11/2020	GBE ASSA SECURITY KEY SYSTEM	22227	B & D LOCK & KEY	9,361.12
10/13/2020	NEW 6' CHAIN LINK WIRE & TOP RAIL NP, MS	20200928	WOOD-LINK FENCE CO INC	2,132.00
11/10/2020	ADDED GBE KITCHEN DOOR TO KEYS CAN SYSTEM	M233	Q SECURITY SOLUTIONS LLC	5,139.22
11/10/2020	ADDED KEYS CAN TO BACK OF MATC	M235	Q SECURITY SOLUTIONS LLC	1,267.00
11/10/2020	INSTALLED SURVEILLANCE SYSTEM NEW SHED	M2085	SOUND SOLUTIONS, INC	2,870.00
12/08/2020	REMAINDER OF CONTRACT GBE & SP DOORS	4111	JB'S GLASS	42,465.00
01/12/2021	INSTALL 4-DOOR KEYS CAN PANEL MHS	M241	Q SECURITY SOLUTIONS LLC	5,856.91
02/09/2021	MMS LOCKS AND KEY SYSTEM	22393	B & D LOCK & KEY	26,612.73
02/09/2021	NP INSTALL ACCESS CONTROL ON SOUTH DOOR	M248	Q SECURITY SOLUTIONS LLC	2,493.55
04/13/2021	AREA LIGHTS, FLOOD LIGHTS PARKING LOT	S4266755.001	ROST ELECTRIC SUPPLY COMPANY	5,964.86
08/10/2021	LED BUTTON PHOTO CONTROL	14051279	BUTLER SUPPLY INC.	145.82
08/10/2021	LED PHOTO CONTROL	14052616	BUTLER SUPPLY INC.	19.35
11/09/2021	ADD CARD READER AT SP	M314	Q SECURITY SOLUTIONS LLC	2,293.03
11/09/2021	DOOR ALARMS, LOCKS, CONTACTS	M315	Q SECURITY SOLUTIONS LLC	869.76
02/08/2022	LED EXIT/EMERGENCY COMBO	14217533	BUTLER SUPPLY INC.	349.92
04/01/2022	DOOR KNOB	01587	LOWES	17.94
06/14/2022	MIDDLE SCHOOL BAND ROOM DOOR	5308	JB'S GLASS	1,555.00
06/14/2022	HIGH SCHOOL DOORS WITH FRAME	5311	JB'S GLASS	1,450.00
06/14/2022	6' TALL WELDED WALK GATES-BALL FIELD	20220531	WOOD-LINK FENCE CO INC	2,393.00
			Total Expenditures	435,398.38