



LAREDO INDEPENDENT SCHOOL DISTRICT
900 E. Lyon St. Laredo, Texas 78040 • Ph. 956-273-1141
Plant Facilities and Support Services
Safety/Crisis Management

**Dr. A. Marcus
Nelson**
*Superintendent of
Schools*

To: All Principals
From: Victor G. Mora, CSHO, Safety/Crisis Management Officer
Thru: Angel Velazquez, Executive Director for Plant Facilities and Support Services
Re: Custodial Closets, Mechanical Rooms, HVAC, MDF and IDF rooms
Date: 8/12/2004

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Please ensure that all Custodial Closets, Mechanical Rooms, HVAC, MDF and IDF rooms are locked when not in use. It is very important to ensure that the doors are always in locked condition to ensure that no student or visitor enter a closet to hide or other dangerous activity.

Please also ensure the following:

- ✓ Custodial carts must be attended at all times and away from students
- ✓ All cleaning agents must be stored properly and away from students

If you have any questions or concerns, please advise.