



Safety Bulletin: School Property Protection in the Summer June 2025

Attention: Risk Management, M&O, Custodial, Facilities, Security

Securing a school campus during the summer is essential to protect valuable assets, maintain facilities, and prepare for a safe return in the fall. Summer is also an important time for M&O and Facilities to do deep cleaning and maintenance. Employees working with vendors should take extra care to ensure the vendors are taking appropriate security precautions and are following your district's procedures. Other precautions to consider:

- Review your district policies regarding access during the summer months. Ensure that those authorized to work on campus understand how to properly secure the campus.
- Provide emergency contact information to any temporary summer staff or vendors who may not be familiar with the campus.
- Check to be sure your fire and intrusion alarms are working properly. Repair all elements that are malfunctioning.
- Check the lighting on campus. Replace burned out bulbs and consider installing motion sensors or timers.
- Confirm security cameras are functioning and not blocked by vegetation or other obstacles.
- Ensure all doors are properly locked and are secure.
- Check all windows and other points of entry for damage. Ensure they close securely.
- Remove portable electronics from classrooms and store in locked and alarmed rooms, preferably without windows.
- Remove all personal valuables from the campus during the summer break.
- Keep window coverings closed to hide room contents.
- Check fences and gates for damage. Repair as needed.
- Check for damaged or leaking faucets and pipes. Consider turning off the water underneath classroom sinks.
- Ask school neighbors to help keep an eye on your campuses and provide contact numbers for reporting unusual activities.
- Take corrective action on potholes in parking lots to reduce liability hazards.
- Inspect and improve walkways to reduce potential trip hazards.

SIA has a variety of warning labels, including signage for alarms and video surveillance. Visit our website to order: [Materials Order Form – SIA](#)

