

**EVERETT PUBLIC SCHOOLS
MAINTENANCE DEPARTMENT HANDBOOK**

SONITROL PROCEDURES

Staff that enter any school district building after hours should adhere to the following procedures:

- Always check the access keypad to ensure it is disarmed. If it is not disarmed, then use your PIN to disarm it.
 - Your badge alone is not enough to disarm the building.
 - If you don't remember your PIN, or you don't have one, then please call Safety and Security at 425-385-5228 for assistance.

Sonitrol calls Maintenance supervisors when there is a forced alarm or if someone entered the building without disarming. Sonitrol will send the police unless someone in Maintenance can determine who entered the building and contact them.

Below are instructions for using the older Sonitrol system pads:

<u>Turning Your System ON</u>	<u>Turning Your System OFF</u>
<p style="text-align: center;">(Arming)</p> <ol style="list-style-type: none">1. Press arrow under ON,2. Enter YOUR PERSONAL CODE and press ENTER.3. Wait for Green light to turn Red before exiting.4. Exit building within allowed delay time.	<p style="text-align: center;">(Disarming)</p> <ol style="list-style-type: none">1. Enter YOUR PERSONAL CODE and press ENTER.2. Turn off within allowed delay time.
<p><u>To Cancel:</u> Enter YOUR PERSONAL CODE and press ENTER.</p>	

**EVERETT PUBLIC SCHOOLS
MAINTENANCE DEPARTMENT HANDBOOK**

For those that have not used Sonitrol pads before or recently please watch the videos below.

Newest Sonitrol pads:

<https://www.youtube.com/watch?v=QjHOUiSG5CM>

<u>Turning Your System ON</u>	<u>Turning Your System OFF</u>
<p style="text-align: center;">(Arming)</p> <ol style="list-style-type: none">1. Press the ARM/DISARM button2. Enter YOUR PERSONAL CODE and press ENTER3. Press ENTER again4. Please <i>WAIT for VERIFICATION</i>. Keypad will display ARMED XXX seconds to exit	<p style="text-align: center;">(Disarming)</p> <ol style="list-style-type: none">1. Press the ARM/DISARM button2. Enter YOUR PERSONAL CODE and press ENTER3. Press ENTER again4. Keypad will display DISARMED and green light will appear on keypad

**For assistance, please call Sonitrol Verification Center
at 425-258-3571**