

**New Construction****Occupying****Training the Staff**

Prior to occupying a new building or the utilization of an altered structure, the staff involved with its operation should undergo an in-service training program. The training should include all teachers, administrators and non-instructional personnel.

If new technical equipment is involved in the new facility, it is the responsibility of the vendor to supply training and all operational literature pertaining to the particular equipment.

**Policy Approved:                    September 23, 1987**

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