

# MAINTENANCE

## POLICY

### **Rationale:**

A well maintained school contributes toward a safe and pleasant working environment, builds school pride and morale, and enhances the image of the school.

### **Aim:**

To maintain the school buildings and grounds to a high standard.

### **Implementation:**

- The School Council in partnership with the school principal are responsible for the maintenance of the school buildings and grounds, and urgent works projects.
- The principal must:
  - arrange annual building/site inspections
  - maintain buildings so that they meet occupational health and safety requirements
  - deal with urgent repairs
  - maintain all essential services
  - manage the school's maintenance requirements within an annually defined budget.
- School Council's functions include providing the cleaning and sanitary services necessary for the school.
- Maintenance funding is provided through the school's Student Resource Package (SRP). This funding is for both planned and urgent maintenance works. In addition to the SRP, supplementary funding may also be granted to schools experiencing maintenance issues which exceed their available resources.
- DET carries out audits of all schools to determine the maintenance needs of every building. The resultant data is prioritised to assist in statewide infrastructure and maintenance planning. Each financial year, and based on priority, DET determines those works to be included in its maintenance program.
- Essential services are the safety items required in school buildings to help save lives in the event of a fire or emergency. The school is responsible for the ongoing maintenance of these services and ensuring that they function properly throughout the life of the building. The Building Regulations 1994, mandate maintenance and test procedures for each essential service, and these are to be conducted by appropriately qualified people. Records must be kept as evidence of maintenance.
- School Council, in consultation with the Buildings and Grounds Sub-committee, will conduct working bees when required.
- The use of working bee volunteers will be approved by School Council.
- Working bee volunteers are required to utilise adequate safety equipment.
- Students may be responsible for the maintenance of gardens and various areas of the school.
- School Council will ensure a supply of basic gardening, maintenance and safety equipment is available for use by students.
- School Council will employ an appropriate grounds and maintenance person, who will be directly accountable to the Maintenance Coordinator.

- School Council will manage contracts for mowing of the school grounds. Mowing equipment is not to be used during outside play hours.
- Staff are required to record on the maintenance register all equipment, facilities or areas of the school that they believe require attention.
- Urgent or unsafe maintenance items need to be removed from use and brought to the immediate attention of the principal, or the OHS Officer as appropriate. All other issues relating to maintenance are to be brought to the attention of the Maintenance Coordinator.
- The school is responsible for contracting out their infrastructure maintenance related to air-conditioning, heating and ventilation, sanitary services and sewerage systems.

**Evaluation:**

This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council in...

**November 2017**

