MAINTENANCE POLICY

Rationale:
The school’s resources need to be planned and managed in an effective and efficient manner to ensure that staff and students work and play in a school environment that is safe, secure, attractive and stimulating, with facilities and resources that meet their needs.

Aims:
1. To ensure that the school’s buildings, facilities and surrounds are maintained and further developed in a safe, secure and attractive manner.
2. To monitor, update and implement both short and long term plans for buildings, facilities and grounds improvement.
3. Any over-entitlement buildings and facilities are adequately insured.

Implementation:
1. School Council will appoint an ‘Environment & Resources’ subcommittee which will meet and report on issues and present recommendations relating to buildings, facilities, resources and grounds matters at each council meeting.
2. The sub-committee is required to consult any approved school council ‘Master Plans’ and the ‘School Improvement Priorities Plan’ (SIP) at all times prior to embarking upon any facilities or grounds improvement projects for the year.
3. The sub-committee will be responsible for organising and implementing grounds maintenance contracts and rosters, as well as organising working bees for grounds development projects.
4. All matters associated with buildings maintenance, including audits, tenders and works associated with School Maintenance System (SMS) funding, will be coordinated by the Principal through the School Council / Environment & Resources sub-committee.
5. The sub-committee will coordinate all major and minor projects funded either locally or by DEECD, as well as coordinate all resources, equipment and furniture upgrades and purchases.
6. All contracts, including cleaning contracts, waste disposal and service contracts will be coordinated by the sub-committee, as will be contracts for the hiring of premises or facilities.
7. Submissions for additional facilities, or Program for Students with Disabilities resource submissions will also fall under the jurisdiction of the Environment & Resources sub-committee.
8. The sub-committee will be actively encouraged to second extra members with additional expertise at times of major projects, engage consultants when desirable, and is expected to work in close unison with the Management & Finance sub-committee.
9. A strategy that allows for and manages depreciation is required to be developed and applied.
10. For WorkCover purposes it will be minuted annually that School Council approves the use of volunteer workers to carry out schoolwork.
11. The sub-committee will check credentials and practices of contractors on site and ensure that safe practices are adhered to. Safe worksites will be maintained.

Evaluation:
1. This policy will be reviewed as part of the school’s three-year review cycle.