



MAINTENANCE POLICY

Rationale

The Maintenance program at St Patrick's endeavours to: -

- Keep the school to a high standard and image.
- Leave the assets in good repair for future families.

Aims

It is the responsibility of the School Board:

- To ensure that all physical aspects of the school are well maintained and regularly inspected.
- To provide a safe environment for all staff and students.
- To allocate funds to maintain an ongoing maintenance program.
- To ensure that the maintenance plan is functional and effective.

Guidelines

The Maintenance Policy at St Patrick's Macksville aims to do the following-

- The School Board has the responsibility to ensure that all physical areas of the school are safe and well maintained. The Maintenance Officer is an elected parent from the School Board
- The School Board allocates funds from the annual budget towards the maintenance program.
- The Maintenance Officer and a member of the Executive plan working bees and other maintenance.
- As part of the maintenance program, all locks and keys are to be maintained. All keys to school property are to be accounted for in a key register.
- Staff/students are to report any serious and dangerous maintenance problems to the Principal immediately.
- Broken glass through accident or deliberate action must be replaced as a matter of safety and security.
- The Maintenance Officer for the School Board and the Principal need to ensure that the maintenance program is effective.
- The Maintenance Officer's role is to ensure that the maintenance program is being adhered to.
- The school must maintain written evidence that any premises and /or building first occupied after 2003 comply with all legislation relevant at the time of occupation.

Guideline Indicators

As a realisation of the Guidelines, St Patrick's School will endeavour to do the following-

- Follow the maintenance plan and program as specified.
- The Principal and administrative staff receive quotations and estimations for any maintenance work to be carried out in the following year, as set out in the five year maintenance plan. Other funds are allocated for unforeseen maintenance issues that may arise.
- Staff members are to fill in the maintenance request sheet in the office for all maintenance needs.
- Locks on the master key system are maintained annually. All keys given to staff are to be recorded on the key register by the Assistant Principal.

- The Principal or a delegated person will make provisions to find a solution to any maintenance problems by bringing in a relevant tradesperson.
- The Principal or a delegated person will organise for a glazier to replace broken glass and if need be, use boards to secure the room temporarily if deemed necessary.
- A records and Maintenance database will be updated regularly on the SAS2000 administration program by the administration officer.
- The Maintenance Officer will report back to the School Board each term to inform the Board of any relevant issues.
- Ensure that all building documentation is filed in the office for future reference.

Reflective Materials

- St Patrick's Primary School, Macksville, Maintenance Plan, 2007
- St Patrick's Primary School, Macksville, Maintenance Program 2007
- St Patrick's Primary School, Macksville, Occupational Health and Safety Policy, 2006

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| <p>This policy was last ratified by St. Patrick's School Board in...</p> <p style="text-align: right;">Reviewed in</p> | <p>June 2007</p> <p>June 2012</p> <p>November 2015</p> |
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