



# 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 Principal and Parish Priest:

- 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 checklist is functional and effective.

## Guidelines

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

- The School Advisory Council 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 Advisory Council.
- The School Advisory Council allocates funds from the annual budget towards the maintenance program.
- The Maintenance Officer and a member of the Leadership Team plan working bees (If required) and other major 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. A general key is to be provided to the local Rural Fire Service if they need access to the school grounds after hours.
- Staff/students are to report any serious and dangerous maintenance problems to the Principal immediately. Hazards are to be recorded on the My Safety website.
- Broken glass through accident or deliberate action must be replaced as a matter of safety and security.
- The Maintenance Officer for the School Advisory Council 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-

- Review and ensure the Maintenance Checklist is up to date and has been adhered to.
- The Principal and administrative office staff receive quotations and estimations for any maintenance work to be carried out in the following year, as set out in the maintenance checklist. 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 diocesan administration program by the administration officer.
- The Maintenance Officer will report back to the School Advisory Council each meeting to inform them 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 Checklist, 2017
- St Patrick's Primary School, Macksville, Work Health and Safety Policy, 2016
- St Patrick's Primary School, Macksville, Electrical Policy, 2016
- St Patrick's Primary School, Macksville, Risk Management Policy, 2012
- CSO Diocese of Lismore, Preventative Maintenance Standard Operating Procedure, 2016

This policy was last ratified by St. Patrick's School Advisory Council in....	June 2007
	June 2012
	November 2015
	November 2017
Reviewed in	