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| Policy Name | Maintenance Policy |
| Related Policies and Legislation | Workplace Health & Safety Policy Risk Management Policy |
| Policy Category | Planning & Management |
| Relevant Audience | All Treetops Community |
| Date of Issue / Last Revision | 23 March 2016 15 June 2017 |
| Date Set for Review | June 2020 |
| Person/s Responsible for Review | Treetops Administration |

Maintenance Policy

Purpose:

The purpose of this policy is for the maintenance and upgrading Treetops Montessori School's buildings, ground and property.

The maintenance of facilities is about:

- Resource management.
- Providing a safe environment for students and staff.
- Creating a physical environment that is conducive to learning.

ACCOUNTABILITIES

1. The Human Resource & Resource Manager reports to the Principal for the upkeep of grounds, buildings and other school assets; and for approval of the maintenance budget.
2. The Human Resource & Resource Manager is responsible for the development of the Annual Maintenance Plan and with the Business Manager upkeep of the Assets Register to record the purchase or disposal of plant and equipment.
3. Recommendations for major upgrade expenditure are to be included in the formulation of the school/college annual budget for Board approval.
4. The Human Resource & Resource Manager delegates responsibility for all maintenance activities to the School's maintenance staff.
5. This plan is to be read in conjunction with relevant policy documents including the school Workplace Health and Safety Policy and the Risk Management Policy.

ROUTINE MAINTENANCE

The school cleaners are responsible for the day-to-day cleaning of school buildings.

The school maintenance staff are employed to remove rubbish, cut grass, trim trees overhanging buildings, tend gardens and assist with constant upgrading of school grounds, including landscaping.

Maintenance staff are responsible for the following, such as:

- Locks, excluding work that must be carried out by a professional locksmith;
- Supply and fitting of light tubes and globes;
- Replacement of castors on chairs;
- Regular inspections of gutters and downpipes – removal of leaf matter;
- Cleaning of drains, silt and other waste traps;
- Monitoring of septic system;
- Checks of external fences and minor repairs as required;
- Soft fall areas in playgrounds/ovals to be maintained at a safe depth;
- Repair, replacement or repainting of signs;
- Movement of furniture, whiteboards, blackboards and notice boards;
- Minor repairs to classroom fans;
- Taking recycling and green waste to tip, as needed;
- Fortnightly placing of recycling bins to kerbside;
- Regular emptying of wheelie bins into skip and cleaning out;
- Repair potholes in car parks and other paths as they appear;
- Repair of insect screens;
- Minor repairs to furniture and equipment;
- Minor wall, ceiling and door repairs;
- Cleaning of minor graffiti immediately it appears;
- Re-screwing of internal door hinges;
- Replacement of clock batteries;
- Minor landscaping maintenance;
- Replacing tap washers;
- Replacing signs;
- Annual maintenance of storm drains.

PREVENTATIVE MAINTENANCE

Maintenance staff are responsible for arranging the following, such as:

- Annual checking of electrical equipment by professional tradespeople;
- Checking of all safety signage;
- Annual checking, coordination of fire equipment safety check;
- Annual pest control treatment and internal pest checks and management;
- 6 monthly check of smoke detectors;
- 6 monthly filter checks and cleaning for air-conditioning units;
- Annual checking of air-conditioning via maintenance contract with professional tradespeople;
- Annual inspection of ceiling, floors, paving, plumbing, paintwork, door hinges, hooks, locks;
- Annual servicing of mowers and garden equipment;
- Annual spraying of weeds and slashing for firebreaks;
- Annual Bushfire preparedness of Grounds;
- Annual check of trees for felling / pruning. Trees with history of dropping limbs are removed;
- Termly audit of playgrounds and outdoor areas. Appropriate maintenance to take place based upon this review;
- Quarterly ATU (Aerobic Treatment Unit) checks by professional tradespeople.

RESPONSIVE MAINTENANCE

There will always be maintenance emergencies that need to be attended to. A maintenance request book is kept within the office. School staff must make requests for maintenance through the request book. A direct approach to the Maintenance Coordinator will be ignored.

LONG-TERM MAINTENANCE

Protection of the school's assets and safety of school staff and students requires a regular cycle of upkeep of school buildings, grounds, plant and equipment. As a guide this includes:

Every two years:

- Replacement of glass where necessary;
- Furniture replacement where necessary;
- Garden rehabilitation and re-vegetation.

Every five years:

- Internal painting;
- Powder coated finishes where necessary;
- Re-painting of undercover area concrete floor;
- Replace and maintain walls, pathways, driveways, carparks;
- Playground maintenance and equipment replacement;
- Empty septic tanks when necessary.

Every ten years:

- External painting;
- Review and Replacement of floor coverings;
- Review and Replacement of notice boards and whiteboards;
- Review and Replacement of guttering;
- Check of electrical wiring.

Every twenty-five years:

- Roof refurbishment/replacement.

CLASSROOM FURNITURE, FITTINGS & ICT (Recurrent Expenditure)

The school seeks feedback from staff regarding their requirements to ensure that we maintain contemporary engaging classrooms. As part of this, items such as rugs, fittings, furniture and ICT may be identified and renewed as part of the ongoing recurrent budget. This would typically occur in October each year as part of the budget formulation process for the following year.