



MAINTENANCE POLICY AND PLAN

The purpose of this policy and plan is to guide the effective management of Wild Cherry School and Kindergarten's (hereafter referred to as the 'School') existing facilities and resources to provide a safe environment for students, staff and visitors, and a physical environment that is conducive to learning.

To this end the School appoints a Maintenance Co-ordinator and hires staff or appoints contractors with assigned responsibilities, e.g. maintenance person, cleaner, gardener/grounds keeper.

ACCOUNTABILITIES

The Maintenance Co-ordinator is responsible for:

1. Day-to-day maintenance
2. Development and implementation of the annual maintenance plan
3. Management of incidentals
4. Recommendation of necessary works and upgrades
5. Adherence to the Workplace Health & Safety Policy and Risk Management Policy and the requirements of the essential safety measures as per Victorian Building Regulations 2006, Regulation 116
6. Reporting

The Maintenance Co-ordinator reports regularly to the School Leader on the upkeep of grounds and buildings and for approval within the maintenance budget and reports annually on the state of the facilities and equipment and any works performed during that year.

Recommendations for major upgrade expenditure are to be included in the formulation of the school annual budget for Board of Governors approval with the budget sufficiently covering routine inspection and maintenance work, risk management, allowance of incidentals, and yearly maintenance plan.

The Maintenance Co-ordinator delegates responsibility for all maintenance activities to the relevant staff or contractor.

RESPONSIVE MAINTENANCE

There will always be maintenance emergencies or incidentals that need to be attended to. A maintenance request book is kept in the school office. School staff must make requests for maintenance through the request book. Direct requests to the Maintenance Co-ordinator cannot be processed unless they have been requested in writing through the maintenance book.

PLANNED MAINTENANCE

Cleaning

The School cleaners are responsible for the day-to-day cleaning of all school buildings during term weeks and all other times as specified. Day-to-day cleaning includes all general learning areas (classrooms), kitchen, offices, staff rooms, library, toilets and hallways. Tasks include sweeping, mopping, vacuuming, dusting, tidying, wiping table and benchtops, washing dishes, laundry, emptying of bins, cleaning toilets, replenishing toilet paper and hand towels, and general cleaning. Cleaning staff advise the School office when cleaning resources run low.

Groundskeeping

The School groundskeepers are employed to remove rubbish, cut grass, trim weeds and edges of buildings, garden beds and playground areas, sweep paths and common areas including staff carpark, trim trees overhanging buildings, remove dead plant material, tend to gardens including mulching of garden beds, and assist with upgrading of school grounds, including landscaping. Groundskeeping staff advise the School office when tools and equipment need servicing or replacing, as well as when resources run low and need to be re-ordered.

General Maintenance

The School maintenance staff are responsible for adhering to the annual maintenance schedule and within given budget requirements, checking the maintenance request book and action tasks according to priority and within budget constraints, and reporting any health and safety risks immediately to the School Leader.

Maintenance tasks include the following:

1. Ensuring soft fall in playground areas is maintained at the required safe depth
2. Ensuring sand is in sand pit, shovelling it back in regularly and topping up when low
3. Minor repairs to furniture, play and other equipment
4. Minor wall, ceiling, door and window repairs, including locks (excluding work that must be carried out by a professional locksmith)
5. Repair of insect screens on windows and doors
6. Repainting of signs and blackboards
7. Replacing signs
8. Replacing tap washers and reporting on plumbing issues
9. Moving of furniture, whiteboards, blackboards, and notice boards, etc
10. Removing graffiti
11. Replacing of castors on chairs and other moving furniture
12. Re-screwing of internal door hinges and of furniture screws where loose
13. Fitting of clock batteries, light bulbs and tubes
14. Regular inspection of roof, gutters and down pipes
15. Maintenance of orderly storage of surplus furniture and other resources
16. Minor landscape maintenance
17. Cleaning of silt traps
18. Regular inspection of fences and minor repairs as required
19. Regular inspection of school bells and emergency siren
20. Ordering supplies and items needed for repairs through School office, e.g. soft fall, sand, tools, equipment, clock batteries, light bulbs, tubes, etc
21. Reporting any risks and health and safety issues

PREVENTATIVE MAINTENANCE

Protection of the School's assets and safety of staff and students requires a regular cycle of upkeep of school buildings, grounds, plant and equipment.

The Maintenance Co-ordinator is responsible for arranging the following:

Monthly/Annually

- Annual checking of electrical equipment and lighting by professional tradesperson
- Annual tool and equipment audit and maintenance
- Annual pest and weed control treatment using natural, non-toxic pest and weed control methods
- Annual inspection of ceilings, floors, plumbing, internal painting, door hinges, hooks, locks
- Annual inspection of external grounds, paving, parking, gardens, roofing, guttering, draining, fencing, drink fountains, garden taps
- Annual inspection of emergency exits, access, and signage
- Annual inspection and service of central heating system by professional tradesperson
- Annual inspection of trees by professional tradesperson
- Twice annual check of fire extinguishers by CFA
- Monthly test of alarm systems and smoke detectors

Every two years

- Replacement of furniture where necessary

Every five years

- Internal painting

Every ten years

- Replacement of floor coverings
- Replacement of notice boards, blackboards, whiteboards, signage

AUTHORISATION

Board Secretary
East Gippsland Steiner Education Group Inc.
Date authorised: 17 January 2019

MAINTENANCE PLAN

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Steam clean carpets	x											
Internal painting, e.g. floors, walls, ceiling as per 5-year cycle	x											
Paint blackboards	x											
Repaint signage	x											
Repaint lines on climbing trees and on outdoor paving	x						x					
Tidy storage area in Grevillea wing	x						x					
Tidy cupboards in hallway of main building	x						x					
Defrost and clean fridges			x			x			x			x
Clean kitchen stoves and ovens			x			x			x			x
Clean out kitchen cupboards			x			x			x			x
Inspect classroom furniture for repairs and replacement	x						x					
Sweep and clean chimneys			x									
Tune piano		x										
Wash and repair outdoor play kitchens	x											
Top up soft fall under climbing frames and other play areas	x						x					
Shovel sand back into sand pits			x			x			x			x
Top up sand in sandpits	x						x					
Clean windows, inside and outside	x						x					
Mulch garden	x						x					
Mow lawns	x	x	x	x	x	x	x	x	x	x	x	x
Replace flowers in pots	x			x			x			x		
Check and remove any dead plant material and rubbish to reduce fire risk	x						x					
Weed rose garden	x			x			x			x		
Prune roses in rose garden							x					
Check clocks and indoor lights and replace globes and batteries	x			x			x			x		
Check indoor and outdoor taps and bubblers, replace washers	x			x			x			x		
Sweep outside areas, paths and courtyards	x	x	x	x	x	x	x	x	x	x	x	x
Book arborist inspection, trim trees	x											
General garden maintenance	x	x	x	x	x	x	x	x	x	x	x	x
Weed driveway and cracks in concrete paths and along building edges	x			x			x			x		
Pest control	x			x			x			x		

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Check outside lights	x			x			x			x		
Check doors latches, locks, hinges and repair where necessary		x										
Check windows, fly wires, blinds and curtains and organise repairs, replace		x										
Service plant and equipment, e.g. ride-on mower, whipper snipper						x						x
Check playground and outdoor areas for risks and organise repairs, replace	x			x			x			x		
Audit/check play and sports equipment	x			x			x			x		
Audit/check tools and equipment and service where necessary		x										
Check roof, guttering and drainage and maintain where necessary	x						x					
Fire extinguishers: CFA check			x						x			
Testing and tagging electrical equipment					x							
Inspect emergency exits and access	x											
Inspect school bells and emergency siren	x			x			x			x		
Service central heating system			x									
Check flammable materials storage		x										