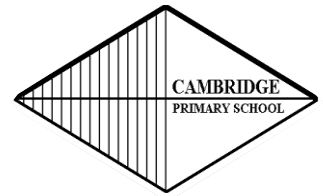


BUILDINGS



Purpose

- To ensure that the buildings and fittings are fully functional, safe, healthy and aesthetically pleasing
- To implement a planned building maintenance program
- To establish, implement and monitor the 3 year buildings plan
- To comply as far as is feasible with any statutory regulation in relation to the safety of the buildings and content therein as directed by DEECD.

Guidelines

- To provide a clean and safe working, learning and recreational environment for the whole school community
- To ensure that adequate repair/maintenance/improvements are undertaken when the need arises and urgent repairs are dealt with as quickly and efficiently as possible
- To encourage pride and careful use of the school property by students, staff, visitors and other users
- To ensure fire-fighting and other safety equipment is maintained in good condition
- To undertake regular building maintenance audits throughout the year
- To review and tender the school's sanitary and cleaning contracts as well as any other contract deemed by DEECD to be the responsibility of the school.

Implementation

- A budget will be established to cover:
 - vandal damage and minor repairs
 - urgent works
 - annual painting and carpet replacement
 - medium term maintenance and improvement
 - long term cyclical maintenance outlined in the 3 year plan
- Allocation of responsibilities for cleaners will be negotiated by the Assistant Principal in accordance with school needs, union agreements and discussion with head cleaner
- The school will supply all contract cleaners with cleaning equipment and materials necessary for routine services as specified in the Schedule B –Scope of Cleaning
- Where finances allow a handyman will be employed one day a week to attend to the repairs and maintenance of equipment as well as complete projects as required
- Regular maintenance and cleaning inspections will be undertaken with the cleaning supervisor each term and at the direction of the Buildings Committee
- A reporting card system will be put in place for urgent and non urgent maintenance
- Staff will be required to regularly complete a classroom audit sheet from which all maintenance work on buildings will be determined
- Electrical tagging of equipment will be undertaken as specified by DEECD.
- A roster of cyclical maintenance & inspection of equipment to be monitored through SMS.
- To implement the Painting and Carpet replacement cyclic planners annually.

Evaluation

- Staff and community will be surveyed for input and ideas for improvement
- Extent of entries in Inspection reports
- Parent survey which forms part of the annual report
- Buildings inspection Report
- Classroom maintenance audits.

<u>Ratification Date</u> Nov 2008	<u>Review Date</u> Year 2012	<u>Policy Number</u> 4.	<u>Version Number</u> 2.	<u>Date Produced</u> Pre 1999
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