



SCHOOL MAINTENANCE POLICY

Rationale

- Principals are accountable for maintaining all school facilities and must:
 - arrange annual building/site inspections
 - maintain buildings (internally and externally) so that they meet occupational health and safety requirements
 - deal with urgent repairs
 - maintain all essential services
 - manage the school's maintenance requirements within an annually defined budget.
- Maintenance funding is provided through a school's Student Resource Package. This funding is for both planned and unplanned (or urgent) maintenance works.
- In addition to the Student Resource Package, supplementary funding may also be granted to schools experiencing maintenance issues which exceed their available resources.
- Schools also are responsible for school cleaning.

Purpose

- To ensure Footscray North Primary School complies with DET policy and guidelines in regard to the Principal's responsibilities for maintaining school infrastructure..
- To ensure that the school complies with legislation including Part 11 of *Building Regulations 1994*.

Implementation

- The Principal will ensure all facilities are maintained appropriately.
- The school will contract urgent works to a contractor listed on OHS Preferred Contractor list.
- The school acknowledges that essential services include but are not limited to items such as fire suppression equipment, heating systems, emergency lighting, ventilation systems and paths of travel to exits.
- The school will outsource the testing and recording of essential services to a contractor who is competent in Essential Service inspection.
- The school will ensure that the records required of inspections of essential services in the School Maintenance System are maintained.
- School cleaning will be carried out daily, weekly, monthly or annual basis as per the cleaning schedule.
- The school will establish a schedule for regular cleaning of heating and airconditioning units.
- Please refer also to the school's *Contract Cleaning Policy* (updated May 2018) and the *Contractor Management Policy*.

Evaluation

- This policy will be reviewed as part of the school's three-year review cycle or if guidelines change (latest DET update late October 2018).

This policy was ratified by School Council 25/3/2019.