

Marlborough Primary School

School Policies Manual



FACILITIES MAINTENANCE AND DEVELOPMENT POLICY

Rationale:

A neat, attractive and utilitarian working and learning environment is a key factor in achieving quality learning outcomes and maintaining staff morale and community support. Safety within the buildings and grounds is of paramount importance. This will be enhanced by the further development of our buildings and grounds.

Implementation:

1. The Principal and Leadership team will ensure that resources are updated and available to staff. The School Council has responsibility for cleaning and general maintenance of buildings and grounds and the management of budgets for electricity, gas and telephone services. The Principal will arrange for urgent and minor maintenance work, within budget, on a day to day basis.
2. The school will appoint an Occupational Health and Safety Officer from staff. The OH&S officer will participate in DEECD training.
3. First priority in any maintenance or development schedule will be to ensure the removal of safety risks. The school building and grounds will be maintained in a safe condition.
4. The Principal, OH and S officer and School Council will continually monitor the conditions of the facilities and take appropriate maintenance action. This will be in accordance with the guidelines provided in OHSMS (Occupational Health and Safety Management system), relevant Occupational Health and Safety Acts and Regulations and the audit of school facilities provided under the Physical Resources Management System. (P.R.M.S.)
5. Volunteer parents with special skills will be engaged where possible. Use will be made of workers available under community work orders. Casual labour will be engaged within budgets for tasks such as gardening. Tradespersons will be engaged for specialised work such as electrical repairs.
6. A budget will be required for urgent works, minor repairs and larger projects.
7. Submissions for facilities improvements will be considered by Council during the annual budgeting process. Large projects requiring the support of the DEECD are to be submitted in accordance with the guidelines provided.
8. School Council will engage a cleaning contractor within budget and through the Principal monitor the work of the staff employed by the contractor. The priorities in cleaning should always be directed to maintaining the highest possible standards of hygiene.
9. Decisions to renegotiate the cleaning contract will be based on the reliability and effectiveness of the job done by the staff employed by the contractor and the responsiveness of the contractor in addressing problems or concerns.
10. An assessment of the effectiveness of the implementation of this policy should be based on whether:

- (i) essential repairs are effected promptly and safety concerns are addressed immediately
- (ii) outlays for gas, electricity, telephone services and cleaning is in relation to anticipated usage.
- (iii) provision for future maintenance in relation to the P.R.M.S. maintenance plan is provided.
- (iv) cleaning tasks are performed to a satisfactory level.

Evaluation:

This policy will be reviewed as part of the school's three year cycle