

# MAINTENANCE

## POLICY

### **Rationale:**

A well maintained school contributes toward a safe and pleasant working environment, builds school pride and morale, enhances school image and attracts enrolments.

### **Aims:**

To maintain the school buildings and grounds to a high standard.

### **Implementation:**

- School Council in partnership with the principal are responsible for the maintenance of the school buildings and grounds, and all urgent works projects.
- School Council will ensure that Student Resource Package (SRP) maintenance funds and School Maintenance System funding will be used for their intended purposes and be recorded appropriately.
- School Council, in consultation with the Buildings and Grounds subcommittee, will conduct regular working bees.
- The use of volunteers in working bees will be approved and minuted by School Council.
- Volunteers must be provided with adequate safety equipment and instruction.
- Individual classes of students will be responsible for the maintenance of gardens and various areas of the school.
- Students will not use powered, electrical or otherwise dangerous equipment for the purpose of school maintenance.
- School Council will ensure a supply of basic gardening, maintenance and safety equipment is available for use by students.
- School Council does not approve the use of mowing equipment during school hours.
- The asbestos policy must be consulted prior to any maintenance works to buildings.
- Staff are required to write in the maintenance register all equipment, facilities or areas of the school that they believe require attention.
- Urgent or unsafe maintenance items need to be removed from use, and brought to the immediate attention of the principal or the OH&S officer as appropriate
- All other issues relating to maintenance are to be brought to the attention of the Buildings and Grounds subcommittee convenor.

### **Evaluation:**

This policy is to be reviewed as part of the school's three year review cycle.

This policy was last ratified by School Council in....

**March 2019**