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## MAINTENANCE

Policy Developed Date: May 2020

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## Identity Statement

St Joseph's; a child safe school, is a Catholic Community in the Josephite tradition where we learn and grow in the Spirit together.

## Vision Statements

St Joseph's; a child safe school, strives to be an educating community:

- Where the total development of each child is nurtured.
- Where an environment of trust, respect, hope and safety is built, with direct reference and consideration to child safe standards and policies.
- Where families and the school work in partnership sharing the responsibility to educate the child.
- Where school life is an integral part of the parish and the wider community.
- Where the students learn in a challenging, enjoyable and cooperative way.
- Where the teachings of Jesus are taught, modelled and lived.

## Graduate Outcomes

St Joseph's students learn to become:

- Problem solving, inquiring, critical thinkers with high competencies in literacy and numeracy.
- Technologically competent and ethical users of technology.
- Hope filled, independent, resilient and confident young people.
- Knowledgeable and appreciative of the Catholic faith.
- Socially adept, respectful, just, environmentally conscious and appreciative of diversity.

**At St Joseph's we are being our best when we are...**

**Being respectful, being friendly and being positive learners.**



The maintenance of the school facilities is about:

## **Resource management**

- Providing a safe environment for students and staff
- Creating a physical environment that is conducive to learning.

## **Accountabilities**

The Principal is responsible for the upkeep of grounds, buildings and other School assets; and for the maintenance budget.

- The Principal is responsible for the development of the Annual Maintenance Plan and the Assets Register to record the purchase or disposal of plant and equipment.
- Recommendations for major upgrade expenditure are to be included in the formulation of the school/college annual budget for Board approval.
- This plan is to be read in conjunction with relevant policy documents including the school Workplace Health and Safety Policy and the Risk Management Policy.
- This policy is to be read in conjunction with the St Joseph's Cyclic Maintenance & Essential Service Audit.

## **Responsive Maintenance**

There will always be maintenance emergencies that need to be attended to. A maintenance request book is kept at the staff room. School staff must make requests for maintenance through the request book.

## **Planned Maintenance**

The contracted cleaners are responsible for the day-to-day/week to week cleaning of school buildings.

The grounds people are contracted to remove rubbish, cut grass, trim trees overhanging buildings, tend gardens and assist with constant upgrading of school grounds, including landscaping.

The Principal/staff contractors are responsible for the following checks:

- Locks, excluding work that must be carried out by a professional locksmith
- Supply and fitting of light tubes and globes
- Regular inspections of gutters and downpipes
- Checking and clearing pipe pits
- Checks of fences and minor repairs as required
- Soft fall areas in playgrounds/ovals to be maintained at a safe depth
- Movement of furniture, whiteboards
- Minor repairs to furniture and equipment
- Minor wall, ceiling and door repairs
- Cleaning of minor graffiti immediately it appears
- Re-screwing of internal door hinges
- Replacement of clock batteries
- Minor landscape maintenance
- Replacing tap washers

The Principal is responsible for arranging the following:

### **Monthly/Annually**

- 6 monthly check of fire extinguishers, fire hydrants, exit lights by professional tradespeople.
- Annual checking of electrical equipment by professional tradespeople
- Annual pest control treatment professional tradespeople
- Annual tests of alarm systems professional tradespeople.
- Annual checking of air-conditioning via maintenance contract with professional tradespeople

- Annual inspection of ceilings, floors, paving, plumbing, internal painting, door hinges, hooks, locks
- Annual pressure washing of admin roof.

**Every two years: (where needed)**

- Replacement of glass where necessary
- Powder coated finishes applied where necessary
- Furniture replacement where necessary

**Every five years:(where needed)**

- Internal painting

**Every ten years (where needed)**

- External painting
- Replacement of floor coverings
- Replacement of notice boards
- Replacement of guttering
- Replacement of electrical wiring

**Every twenty five years**

- Roof refurbishment/replacement