

Maintenance Procedures

Child Side School is committed to:

- Maintaining the school buildings and grounds on a day to day basis so that they are safe, clean, tidy and an attractive environment to learn and work in.
- Making adjustments to the buildings and grounds to accommodate the needs of the current school community.
- Making capital improvements to the buildings and grounds as circumstances and opportunity arise.

Maintenance Plans:

- An annual maintenance plan has been devised outlining maintenance jobs that need to be attended to from a daily basis such as cleaning buildings, seasonally such as cleaning split system filters through to jobs that need attending to on an annual basis such as electrical testing and tagging.
- A Long Term Building, Learning Environment Upgrade and Maintenance Plan has been devised and is reviewed and updated by the Governing council annually. This plan contains longer term jobs such as replacing floor coverings, inspecting guttering, varnishing decking, building projects, outdoor learning environment projects etc.

All maintenance jobs are recorded in the maintenance file on a maintenance log sheet. It is the school administrator's job to update this file.

Funds are allocated to grounds and building maintenance through the annual budgeting process. Funding is also sourced through the Capital Grants Association, the P&F, Low Interest Loans and other Grants.

Maintenance jobs are carried out through:

- regular busy bees held with school community
- contracting outside experts
- Newton Moore Education Support Centre property care work crew completing work skills program

Related Documents:

- Risk Management Policy
- General Occupational Health and Safety Policy
- Annual Maintenance Plan
- Long Term Building, Learning Environment Upgrade and Maintenance Plan

- Maintenance Log Sheet

VERSION	DATE REVIEWED	DATE RATIFIED	CHANGES MADE	AUTHOR OF CHANGES
1	Nov 2014	10/12/2014	New written procedure	KM
2	May 2016	15/6/2016	Name Change & sources of funding added	KM