(16) SCHOOL MAINTENANCE PLAN

The Beehive Montessori School Inc. is committed to maintaining the School.

**Rationale**

The school requires a safe, well maintained working and educational environment.

**Objectives**

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

**Levels of Responsibility**

- The School Secretary reports to the Principal for the upkeep of grounds, buildings and other college/School assets; and for approval of the maintenance budget.
- The Bursar 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.
- The School Secretary delegates responsibility for all maintenance activities to the Maintenance Coordinator.
- This plan is to be read in conjunction with relevant policy documents including the School/college Workplace Health and Safety Policy and the Risk Management Policy.
Activity

Routine Maintenance:
- The School cleaners are responsible for the day-to-day cleaning of School buildings.
- A Safety Officer audits the School premises in Term 1 & Term 3 and makes recommendations. The Maintenance Coordinator responds to these recommendations.
- The School maintenance/grounds person is employed to remove rubbish, cut grass, trim trees overhanging buildings, tend gardens and assist with constant upgrading of School grounds, including landscaping.
- Maintenance staff are responsible for the following:
  - Locks, excluding work that must be carried out by a professional locksmith.
  - Supply and fitting of light tubes and globes.
  - Replacement of castors on chairs.
  - Regular inspections of gutters and down pipes.
  - Cleaning of silt and acid traps.
  - Checks of security fences and minor repairs as required.
  - Soft fall areas in playgrounds/ovals to be maintained at a safe depth.
  - Repainting of signs/blackboards.
  - Movement of furniture, whiteboards, blackboards and notice boards.
  - Minor repairs to classroom fans.
  - Classroom comfort features.
  - Additional bells and sirens.
  - Repair of insect screens.
  - 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 landscaping maintenance.
  - Replacing tap washers.
  - Replacing signs.
Activity (cont’d)

Preventative Maintenance:
- The School Secretary is responsible for arranging the following:
  - Annual checking of electrical equipment by professional trades people.
  - Annual pest control treatment.
  - Tests of alarm systems and smoke detectors are arranged in Term 1 & Term 3.
  - Bi-annual filter checks and cleaning for air-conditioning units.
  - Bi-annual checking of air-conditioning via maintenance contract with professional tradespeople.
  - Annual inspection of ceiling, floors, paving, plumbing, internal painting, door hinges, hooks and locks.
  - Annually microwave testing.
  - Bi-annual fire equipment testing and repairs / replacement.
  - Bi-annual RCDC testing and repairs / replacement.

Responsive Maintenance:
- There will always be maintenance emergencies that need to be attended to.
- A maintenance request book is kept at the School’s administration office.
- School staff must make requests for maintenance through the request book.
- A direct approach to the Maintenance Coordinator will be ignored.

Long Term Maintenance:
- Protection of the School’s assets and safety of School staff and students requires a regular cycle of upkeep of School buildings, grounds, plant and equipment. This includes checking:
  - Every 2 years:
    - Replacement of glass where necessary.
    - Powder coated finishes where necessary.
    - Furniture replacement where necessary.
  - Every 5 years:
    - Internal painting.
  - Every 10 years:
    - External painting.
    - Replacement of floor coverings.
    - Replacement of notice boards.
    - Replacement of guttering.
    - Replacement of electrical wiring.
  - Every 25 years:
    - Roof refurbishment/replacement.