(16) - SCHOOL MAINTENANCE

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 School assets;
- 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 annual budget for Board approval.
- The School Secretary delegates responsibility for all maintenance activities to the Maintenance Coordinator.
- The School Secretary keeps the Maintenance Schedule and contacts relevant agencies as needed.
- This plan is to be read in conjunction with relevant policy documents including the School Workplace Health and Safety Policy.
Activity

Routine Maintenance:
- The School cleaners are responsible for the day-to-day cleaning of School buildings.
- A Safety Auditor audits the School premises in Term 1 & Term 3 and makes recommendations. The Safety Officer responds to these recommendations and delegates work as appropriate.
- The School maintenance/grounds person is employed to maintain the school and grounds in accordance with the Grounds and Maintenance Duty Statement.

Preventative Maintenance:
- The School Secretary is responsible for contacting relevant trade people and professionals as outlined in the Maintenance Schedule. For example:
  - checking of electrical equipment
  - pest control
  - tests of alarm systems and smoke detectors
  - filter checks and cleaning for air-conditioning units.
  - checking of air-conditioning via maintenance contract with professional tradespeople.
  - annual inspection of ceiling, floors, paving, plumbing, internal painting, door hinges, hooks and locks.
  - microwave testing.
  - fire equipment testing and repairs / replacement.
  - RCD testing and repairs / replacement.
  - annual security system and camera maintenance.

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.

Long Term Maintenance:
- Protection of the School’s assets and safety of School staff and students requires regular upkeep of School buildings, grounds, plant and equipment according to the Maintenance Schedule.