



St. Mary's School Altona

Maintenance Policy & Procedures

St. Mary's School, Altona acknowledges that it has a duty of care to students, staff, parents and visitors to provide Buildings, Facilities and Grounds that are safe, free from any potential hazards and in a presentable condition.

The Buildings, Facilities and Grounds require regular maintenance inspections to maintain them at an appropriate standard.

A Plan of Works will be put in place each year to maintain the high standard of Buildings, Facilities and Grounds.

The school maintenance person and/or any contractors are to follow the OH&S Procedures at all times to ensure the health and safety of everyone at all times.

External:

- St. Mary's is part of the Archdiocese of Melbourne – Essential Safety Measures Inspection Programmed Facility Management. St. Mary's participates in regular checks on safety and maintenance issues and records are kept.
Eg. Air Conditioning Units – Staff maintenance person
Heaters – Staff maintenance person
Exit Doors – Principal/Deputy Principal
Fire Extinguishers – Fire Equipment Services
Paths of Travel – Principal/Deputy Principal
Handrails and Balustrades – Principal/Deputy Principal
Mechanical Ventilation – Staff maintenance person
Emergency Lighting – Aus tech Electricals
Exit signs – Aus tech Electricals
- Roofs and gutters are regularly checked by staff maintenance person. He removes balls and debris and repairs where appropriate.
- Stormwater Pits/Drains are regularly check by staff maintenance person, debris removed and cleared if necessary.
- Painting: Furlong Painting Company are engaged on a yearly basis to maintain all exterior painted surfaces.
- Contractors are employed if maintenance work can't be completed by staff maintenance person.

Internal:

As stated in Staff Information Booklet, General Staff Information, Cleaning and Maintenance:

- Staff are responsible for the general cleanliness of their classrooms, storerooms, corridors and shared common areas including the TRI Centre.
- Staff are responsible for the care and upkeep of buildings, furniture, resources etc.
- Staff are required to record any maintenance in the Maintenance Book located in the School Office. Important or dangerous situations should be reported immediately to the Principal/Deputy Principal (refer to Identifying and Dealing with Potential Risks and Hazards in the Workplace Procedure. Found in Procedures Section.
- Painting: Furlong Painting Company are engaged on a yearly basis to maintain all interior painted surfaces.
- All internal areas are cleaned twice weekly, toilets are cleaned daily.

Adventure Playground Maintenance Procedures:

The two Adventure Playgrounds at St. Mary's are valuable assets for the school. They provide many opportunities for students to climb, slide and balance. They are a place for fun. The school acknowledges that it has a duty of care to students to provide a playground that is safe and free from any potential hazards. In order that the playgrounds are maintained to a very high standard, they require regular maintenance inspections.

Maintenance Inspections:

The Cleaner/Maintenance person will be responsible for ensuring that the playground is inspected weekly.

The Cleaner/Maintenance person will inspect the following items:

Junior Playground;

- Ladders
- Wooden slats
- Overhead bars
- Plastic climbers
- Tunnel
- Balance Beam
- Fibreglass slide
- Edging Check for split timber (splinters)
- Softfall Check minimum depth of 200 mm. Loosen if required
- Shade Sail mesh and supports
- Padding on Shade Sail supports

Senior Adventure Playground

- Ladders
- Chain mesh bridges
- Overhead bars
- Shackles and chain links
- Fibreglass slides
- Climbing walls
- Edging Check for split timber (splinters)
- Softfall Check minimum depth of 200 mm. Loosen if required.
- Shade Sail mesh and supports
- Padding on Shade Sail supports

All non-compliant or faulty items will be recorded and repaired

Recording:

All inspections will be recorded in a Log Book which will be kept by the Cleaner/Maintenance person. The Principal will be responsible for checking the Playground Maintenance Log Book at least once a term.

Other Maintenance the Staff Maintenance Person is responsible for:

(The following is the minimum requirement or as requested by the Principal).

- Guttering – cleaned/cleared - once a term.
- Storm Water Pits – cleaned/cleared - once a term.
- Windows – cleaned - once a semester.
- Playground Bins – emptied - at least once a fortnight / or when necessary.
- Blowing of Grounds – at least twice a week.
- Sand Pit – check daily. Sieve once a year.

Policy Review

This policy will be reviewed as part of the St. Mary's review cycle.

This policy was last ratified by St. Mary's staff in **FEBRUARY 2018**.

Admin: School Policies & Procedures/School Policies, Updated February 2018

Google Drive: School Policies & Procedures/School Policies, Updated February 2018