



## Sample Maintenance Plan

The maintenance of facilities is about:

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

### **Accountabilities:**

1. The Business Manager/Bursar/etc reports to the Principal for the upkeep of grounds, buildings and other College/School assets; and for approval of the maintenance budget.
2. The Business Manager is responsible for the development of the Annual Maintenance Plan and the Assets Register to record the purchase or disposal of plant and equipment.
3. Recommendations for major upgrade expenditure are to be included in the formulation of the school/college annual budget for Board approval.
4. The Business Manager delegates responsibility for all maintenance activities to the Maintenance Coordinator.
5. 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.

### **Responsive Maintenance:**

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

### **Planned Maintenance:**

#### Routine

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

The school groundspeople are 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 class room 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 landscape maintenance
- Replacing tap washers
- Replacing signs

## **Preventative**

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. The Maintenance Coordinator is responsible for arranging the following:

### **Monthly/Annually**

- Annual checking of electrical equipment by professional tradespeople
- Annual pest control treatment
- Monthly tests of alarm systems and smoke detectors
- Monthly filter checks and cleaning for air-conditioning units
- Annual checking of air-conditioning via maintenance contract with professional tradespeople
- Annual inspection of ceilings, floors, paving, plumbing, internal painting, door hinges, hooks, locks

### **Every two years:**

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

### **Every five years:**

- Internal painting

### **Every ten years**

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

### **Every twenty five years**

- Roof refurbishment/replacement

## SAMPLE MAINTENANCE PLAN

Date	Activity	Frequency	Record of actions undertaken
January	Steam cleaning of carpets	annually, each January	date
	Internal painting as designated in five year cycle	annually, each January @ 20% of buildings	date building details
	Security system audit	annually, each January	date
	Termite check, upgrade	annually, each January	date company and contact details
	Garden mulching	annually	date
	Electrical testing and tagging	annually	date
	Tree audit and lopping	bi-annually, each January and July	date
	Cleaning equipment service	bi-annually	date plant and equipment
	Fire equipment and hydrant maintenance and service	bi-annually, each January and July	date company and contact details
	Playground and outdoor area audit and maintenance	3 monthly, January, April, July, October	date
	Air conditioner unit servicing	3 monthly, January, April, July, October	date, company, contact details
	Drink tap and fountains audit and maintenance	monthly	date
	Internal lighting check	monthly	date
	External lighting check and maintenance	monthly	date
February	Fire bell maintenance	monthly	date
	Door latch, lock, hinge repairs	annually	date
	Tractor service	bi-annually, February and August	date, company, contact details
	Internal lighting check	monthly	date
	External lighting check and maintenance	monthly	date
	Drink tap and fountains audit and maintenance	monthly	date
March	Fire bell maintenance	monthly	date
	Tool audit and maintenance	annually	date

	Fume cupboard maintenance	annually	date
	Internal pest control	quarterly, March, June, September, December	date, company, contact details
	Internal lighting check	monthly	date
	External lighting check and maintenance	monthly	date
	Fire bell maintenance	monthly	date
	Drink tap and fountains audit and maintenance	monthly	date
April	Playground and outdoor area audit and maintenance	3 monthly, January, April, July, October	date
	Air conditioner unit servicing	3 monthly, January, April, July, October	date, company, contact details
	General lawn/oval maintenance, fertilise, top-dress as needed, aerate as needed, insecticide, herbicide	each December, April and August	date fertiliser, chemicals used
	Drink tap and fountains audit and maintenance	monthly	date
	External lighting check and maintenance	monthly	date
	Fire bell maintenance	monthly	date
	Internal lighting check	monthly	date
May	Servicing and maintenance of garden equipment, whipper snipper, brush cutter etc	annually	date
	Internal lighting check	monthly	date
	External lighting check and maintenance	monthly	date
	Drink tap and fountains audit and maintenance	monthly	date
	Fire bell maintenance	monthly	date
June	Servicing of plant e.g. ride on mower	bi-annually, each June and December	date, plant and equipment
	Cleaning equipment service	bi-annually	date plant and equipment
	Internal pest control	quarterly, March, June, September, December	date, company, contact details
	Internal lighting check	monthly	date
	External lighting check and maintenance	monthly	date
	Drink tap and fountains	monthly	date

	audit and maintenance		
	Fire bell maintenance	monthly	date
July	Tree audit and lopping	bi-annually, each January and July	date
	Fire equipment and hydrant maintenance and service	bi-annually, each January and July	Date Company and contact details
	Playground and outdoor area audit and maintenance	3 monthly, January, April, July, October	date
	Air conditioner unit servicing	3 monthly, January, April, July, October	date, company, contact details
	Internal lighting check	monthly	date
	External lighting check and maintenance	monthly	date
	Drink tap and fountains audit and maintenance	monthly	date
	Fire bell maintenance	monthly	date
August	Tractor service	bi-annually, February and August	date, company, contact details
	General lawn/oval maintenance, fertilise, top-dress as needed, aerate as needed, insecticide, herbicide	each December, April and August	date fertiliser, chemicals used
	Internal lighting check	monthly	date
	External lighting check and maintenance	monthly	date
	Drink tap and fountains audit and maintenance	monthly	date
	Fire bell maintenance	monthly	date
September	Internal pest control	quarterly, March, June, September, December	date, company, contact details
	Internal lighting check	monthly	date
	External lighting check and maintenance	monthly	date
	Drink tap and fountains audit and maintenance	monthly	date
	Fire bell maintenance	monthly	date
October	Playground and outdoor area audit and maintenance	3 monthly, January, April, July, October	date
	Air conditioner unit servicing	3 monthly, January, April, July, October	date, company, contact details
	Internal lighting check	monthly	date
	External lighting check and maintenance	monthly	date

	Drink tap and fountains audit and maintenance	monthly	date
	Fire bell maintenance	monthly	date
November	Internal lighting check	monthly	date
	External lighting check and maintenance	monthly	date
	Drink tap and fountains audit and maintenance	monthly	date
	Fire bell maintenance	monthly	date
December	Security and Key access update	annually	date
	Servicing of plant and equipment e.g. ride on mower	bi-annually, each June and December	date, plant and equipment
	General lawn/oval maintenance, fertilise, top-dress as needed, aerate as needed, insecticide, herbicide	each December, April and August	date fertiliser, chemicals used
	Internal pest control	quarterly, March, June, September, December	date, company, contact details
	Internal lighting check	monthly	date
	External lighting check and maintenance	monthly	date
	Drink tap and fountains audit and maintenance	monthly	date
	Fire bell maintenance	monthly	date