



Ground Maintenance Policy

PURPOSE:

To outline how Saltwater College will maintain the school's grounds and buildings for a safe learning environment.

POLICY IMPLEMENTATION:

- School Council in partnership with the principal are responsible for the maintenance of the school buildings and grounds, and all urgent works projects to the value of \$50 000.

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 or minor repairs of furniture and equipment.
- Regular inspections of gutters and down pipes.
- 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 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.
- Monitoring emergency access to grounds and buildings.

THE BUSINESS MANAGER 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.



- Professional tradespeople.
- Annual inspection of ceiling, floors, paving, plumbing, internal painting, door hinges, hooks and locks.
- Bi-annual fire equipment 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.

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.

EVALUATION:

This policy was last updated on May 2021 and is scheduled for review in May 2024.