
SCHOOL MAINTENANCE POLICY AND PLAN

In order for a school to be considered for capital funding, an appropriate Maintenance Policy and Plan designed to efficiently and effectively support the ongoing running costs of school facilities must be in place.

During the Application process, applicant schools are required to attach a copy of the school's Maintenance Policy to Part A – Capital Funding Application.

A copy of the school's detailed Maintenance Plan should also be available at the site meeting in the event that a visiting VISBGA Board Member requests to view it on the day.

A Maintenance Policy is a document outlining the school's proposed actions to repair and maintain its physical infrastructure over time – i.e. buildings, grounds, fixed assets.

A Maintenance Policy should consider the following:

SCHOOL'S OBJECTIVES:

- Management of existing facilities and resources
- Provision of a safe environment for students, staff and visitors
- Maintenance of a physical environment conducive to learning

ACCOUNTABILITIES:

The School should nominate a person to co-ordinate maintenance (Maintenance Co-ordinator) and that person should be responsible for:

- day-to-day maintenance
- development and implementation of the annual maintenance plan
- management of incidentals
- recommendation of necessary upgrades
- adherence to the Workplace Health & Safety Policy and Risk Management Policy and the requirements of the Essential Safety Measures as per the Victorian Building Regulations 2006, Regulation #116
- reporting

DAY-TO-DAY MAINTENANCE PLAN:

The School should have a Day-to-Day Maintenance Plan with nominated and assigned responsibilities (e.g. cleaning and upkeep of school grounds)

DEVELOPMENT OF ANNUAL MAINTENANCE PLAN:

A budget for the Maintenance Plan should be sufficient to cover:

- routine periodical testing and maintenance works of high and low frequencies as appropriate
- risk management
- allowance for incidentals
- at least a yearly maintenance planner

There are templates for Maintenance Plans available for downloading from the internet. The following table is an example of a format for a maintenance planner:

Month (Date)	Area of Maintenance	Activity	Frequency	Budget	Action Taken
					Date: Trade: Name of Tradesman:

A MAINTENANCE PLAN SHOULD ENCOMPASS ALL FACILITIES AND RESOURCES AS FOLLOWS:

- electrical fixtures and equipment
- plumbing
- building
- school equipment
- school grounds
- signage
- safety
- contingency planning for emergency
- risk assessment in all of the above

MANAGEMENT OF INCIDENTALS:

- items identified as maintenance issues should be logged by way of an online facility or Maintenance Request Book and kept in a convenient place
- maintenance issues should be reviewed regularly
- maintenance requests identified should be actioned promptly and signed off on upon completion

RECOMMENDATION OF NECESSARY UPGRADES:

The Maintenance Co-ordinator should budget for the necessary upgrade or replacement of items identified in the Yearly Planner and the Maintenance Request Book.

WORKPLACE HEALTH & SAFETY POLICY AND RISK MANAGEMENT POLICY:

The Maintenance Co-ordinator is responsible for ensuring that all maintenance work is done in accordance with statutory Workplace Health and Safety Policy and Risk Management Policy.

REPORTING:

The Maintenance Co-ordinator reports annually to school authorities on the state of the facilities and equipment and any works performed during that year.