

LYCEE CONDORCET THE FRENCH SCHOOL OF SYDNEY OF SYDNEY

BUILDINGS AND GROUNDS POLICY

Rationale:

- Students have the right to work and play in a school environment that is safe, secure, attractive and stimulating. Similarly, all staff have the right to work in a safe, secure and attractive environment.

Aims:

- To ensure that the school's buildings and surrounds are maintained and further developed in a safe, secure and attractive manner.
- To monitor, update and implement both short and long term plans for buildings and grounds improvement.

Implementation:

- The Management Committee will appoint a Board member who will meet with the Principal and the Finance Manager (the Buildings & Grounds sub-committee) to discuss about issues relating to buildings and grounds matters. He will then report back to the Board on issues and present recommendations at each board meeting.
- The Finance Manager will be responsible for organising and implementing grounds maintenance contracts.
- The subcommittee is required to consult with the Board on the approved 'Master Plan' and any 'Grounds Development Plan' prior to embarking upon any facilities or grounds improvement projects for the year.
- All matters associated with buildings maintenance, including audits, tenders and works associated maintenance funding, will be coordinated by the Buildings and Grounds sub-committee.
- The sub-committee will coordinate major and minor projects funded either locally or by the Education Department.
- All contracts, including cleaning contracts, waste disposal and service contracts will be coordinated by the Finance Manager, as will be any contracts for the hiring of premises or facilities.
- Submissions for additional facilities, or disabilities and impairments resource submissions will also fall under the jurisdiction of the buildings and grounds sub-committee.
- The sub-committee is actively encouraged to second extra members with additional expertise at times of major projects and when necessary obtain authorisation from the Board to engage consultants when desirable.
- For Work Cover purposes it will be minuted annually that School Board approves the use of volunteer workers to carry out schoolwork from time to time.

Evaluation:

This policy will be reviewed as part of the school's three-year review cycle.

MAINTENANCE PLAN

The maintenance of facilities is about:

- Managing our resources;
- Providing a safe environment for students and staff;
- Further developing the school to create an attractive environment and;
- Creating a physical environment that is conducive to learning.

ACCOUNTABILITIES

1. The Finance Manager reports to the Principal for the upkeep of grounds, buildings and other school assets; and for approval of the maintenance budget and is accountable to the School Management Committee.
2. The Finance 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 annual budget for Board approval.
4. The Finance Manager delegates responsibility for all maintenance activities to the Maintenance Staff.
5. This plan is to be read in conjunction with relevant policy documents including the school Workplace Health and Safety Policy and the Risk Management Policy.

TYPE OF MAINTENANCE ACTIVITIES

Maintenance Activities will be classified as follows:

- Routine
- Preventative
- Responsive
- Long-term maintenance

Routine and ongoing Maintenance

School cleaners or contractors are responsible for the day-to-day cleaning of school.

Maintenance staff are responsible for the following :

- Removal of rubbish, cutting grass, tending the plants

- Pruning and trimming trees overhanging buildings excluding work that must be carried by a qualified tree surgeon
- Minor landscaping maintenance
- Locks, excluding work that must be carried out by a professional
- Supply and fitting of light tubes and globes
- Replacement of castors on chairs
- Regular inspections of gutters and down pipes
- Checks of security fences and minor repairs as required
- Soft fall areas in playgrounds to be maintained at a safe depth
- Repainting of signs/blackboards
- Movement of furniture, whiteboards, blackboards and notice boards
- Minor repairs to classroom fans, curtains
- 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
- Replacing tap washers
- Replacing signs
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Preventative Maintenance

The Finance Manager will organise for the following:

- Annual checking of electrical equipment by professional tradespeople
- Quarterly pest control treatment
- Quarterly tests of the alarm system
- Annual checking of fans
- Annual inspection of ceiling, floors, paving, plumbing, internal painting door hinges, hooks, locks

Responsive Maintenance

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

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. This includes:

Every year:

- Replacement of glass, light fittings where necessary
- Paint retouch finishes 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
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Every twenty five years:

- Roof refurbishment/replacement

ACTION PLAN AND TIMETABLE OF ACTIVITIES

Date	Activity	Frequency	Record of actions undertaken
July	Steam cleaning of carpets	Annually, each July	Date
	External windows cleaning	Annually, each July	Date
	Internal windows cleaning	Annually, each July	Date
	Internal painting: 5-year cycles	Annually, each July @ 20% of buildings	Date and Building details
	External painting: 10-year cycles	Annually, each July @ 10% of buildings	Date and Building details
	Security system audit	Annually, each July	Date
	Garden mulching	Annually, each July	Date
	Tree audit and lopping	Bi-annually, each July and January	Date
	Mowing equipment service (ride on mower, whipper,..)	Annually, each July	Date, Equipment, Company and contact details
	Fire equipment and hydrant maintenance and service	By-annually, each July and January	Date, Company and contact details
	Playground and outdoor area audit and maintenance	Quarterly January, April, July, October	Date
	Drink tap and fountains audit and maintenance	By-annually, each July and January	Date
	Internal lighting check	Monthly	Date
	External lighting check and maintenance	Monthly	Date
Fire bell check and maintenance	Quarterly January, April, July, October	Date	
August	Door latch, lock, hinge repairs	Annually	Date
	Internal lighting check	Monthly	Date
	External lighting check and maintenance	Monthly	Date
September	Internal lighting check	Monthly	Date
	External lighting check and maintenance	Monthly	Date

October	Playground and outdoor area audit and maintenance	3 monthly, January, April, July, October	Date
	Internal lighting check	Monthly	Date
	External lighting check and maintenance	Monthly	Date
	Fire bell check and maintenance	Quarterly January, April, July, October	Date
November	Internal lighting check	Monthly	Date
	External lighting check and maintenance	Monthly	Date
	Drink tap and fountains audit and maintenance	Monthly	Date
December	Internal lighting check	Monthly	Date
	Termite check, upgrade	Annually, each December	Date, Company and contact details
	External lighting check and maintenance	Monthly	Date
January	Playground and outdoor area audit and maintenance	3 monthly, January, April, July, October	Date
	Drink tap and fountains audit and maintenance	By-annually, each July and January	Date
	Internal lighting check	Monthly	Date
	External lighting check and maintenance	Monthly	Date
	Fire bell check and maintenance	Quarterly January, April, July, October	Date
February	Internal lighting check	Monthly	Date
	External lighting check and maintenance	Monthly	Date
March	Internal lighting check	Monthly	Date
	External lighting check and maintenance	Monthly	Date
April	Electrical testing and tagging	Annually, each April	Date
	Playground and outdoor area audit and maintenance	3 monthly, January, April, July, October	Date
	Internal lighting check	Monthly	Date
	External lighting check and maintenance	Monthly	Date
	Fire bell check and maintenance	Quarterly January, April, July, October	Date
May	Internal lighting check	Monthly	Date
	External lighting check and maintenance	Monthly	Date
June	Internal lighting check	Monthly	Date
	External lighting check and maintenance	Monthly	Date