



# Oakleigh Grammar

<b>Policy Document Name</b>	<b>Maintenance Program Protocol</b>
<b>Date Ratified by Board of Management</b>	November 2022
<b>Date for Review</b>	November 2025

## 1. Preamble

Oakleigh Grammar has developed a Program involving internal management and planning which is committed to providing a safe environment without risk for students and staff.

## 2. Aims

The Program aims are:

- The development and implementation of quality assurance plans that ensure required outcomes and accreditations compliances where applicable.
- To maintain all School buildings, plants and equipment and grounds and where applicable to be in accordance with all legislature and code of practice requirements.

## 3. Accountabilities:

The Business Manager is the person responsible to co-ordinate maintenance.

This responsibility requires:

- Day-to-day maintenance
- Development and implementation of annual maintenance plan
- Management of incidentals
- Recommendation of necessary upgrades
- Adherence to the Workplace Health & Safety Policy and Risk Management Policy;
- Reporting to the Executive

The Maintenance Plan includes all facilities and resources:

- Fire Indicator Panels
- Fire Protection equipment
- Electrical fittings – Testing & Tagging
- Plumbing
- Building
- School equipment
- School grounds
- Signage
- Safety
- Contingency planning for emergency
- Risk assessment in all of the above

## 4. Management Program

4.1 The School operates a schedule to manage its essential services maintenance and compliance requirements.

4.2 Emergency works are acted upon immediately.

4.3 Comprehensive internal inspections of buildings and grounds are performed once a term.

All staff are able to email Facilities Management to request support with maintenance items. They should not approach maintenance staff with requests outside this process. The maintenance manager will determine priorities for these requests, seeking input from the Business Manager or Deputy Principal – Operations where necessary.

4.5 Recommendation for upgrades are reviewed yearly and prioritised as part of the School's budget.

4.6 All maintenance work is completed in accordance with statutory Workplace Health and Safety Policy and Risk Management Policy.

4.7 The School requires all contractors to sign and abide by the terms and conditions of the "School's Maintenance Agreement".

## 5. Program Maintenance Areas:

### **Engineering:**

Air-conditioning: Service Contract: OP Industries

*Service contract includes:*

- 4 standard services per annum (June, September, December, March).
- Specified maintenance, Air Filter cleaning & Breakdown Service
- Liaise with school to ensure sound and efficient energy utilisation and maintenance practises are adopted.

### **Grounds & Playground Equipment:**

**Grounds:** Maintenance officer responsible for conducting weekly inspections of School grounds (in and around the School)

- Ensure the maintenance and supervision of hazardous risks in the School's grounds.
- Provide regular maintenance inspection reports in accordance with items 114 -133 of the "Checklist for School Working Environments". (Minimum of 2 inspections per term).
- Establish and present an attractive and appealing atmosphere.
- Landscaping to suit the environment.
- Maintenance of established gardens and grounds.

### **Playground Equipment:**

All equipment is designed and installed to meet Australian safety standards, including softfall.

- Equipment inspected by the Service Contractor, at end of each semester and informs school of any necessary maintenance.
- In addition to this inspection the Maintenance officer performs:
  - Weekly inspections of the playground equipment and the softfall
  - Maintains and repairs as required.

**Painting:**

As required

**Cleaning & Rubbish Removal:**

Cleaning: Cleaning Contract with Keen to Clean

- Daily cleaning
- End of Term
- End of Year
- Contract is based on clearly defined and documented "Cleaning Specifications"
- Internal inspections performed daily.

**Hygiene Services: Service contract with Clean Away**

- Provision and servicing of sanitary units
- Provision and maintenance of: air freshening units, urinal sanitisers and tampon dispensers
- 2 urinal deep cleans per annum

**Rubbish Removal: Service contract with Clean Away**

- Rubbish Collection: twice weekly
- Paper Waste: Service Agreement with Clean Away: Collection weekly

**Plumbing:**

This is included as part of the School's General Maintenance Plan.

Maintenance officer is responsible for the day-to-day maintenance and the reporting to the Business Manager.

- Drain cleaning: annually
- Chemical cleaning of grease traps: annually
- Repairs and installations

**Essential Services:**

- All essential services are maintained by Service Agreements.
- All maintenance works is performed in accordance with statutory Workplace Health & Safety Policy and Risk Management
- All contractors are required to enter the school's Contractor's Agreement.

**Electrical: Replacement on requirement.**

O.G.: appliance & lead testing and tagging.

Fire Control Panels & Connections: *Simplex International* inspected monthly.

Fire Extinguishers: *Fire Security Services*. Serviced twice yearly