



BUILDINGS & GROUNDS MAINTENANCE 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:

- Parish/School leadership team will appoint a Buildings and Grounds Maintenance Person who will meet and report to the Principal on issues and present recommendations relating to buildings and grounds matters as required.
- The Maintenance Person will be responsible for organising and overseeing 'approved' grounds maintenance contracts e.g: arranging for accredited landscape /garden maintenance company to monitor and remove debris, rubbish etc. This also encompasses the company to monitor potential hazards such as low branches.
- The Maintenance Person is also responsible for organising minor grounds development safety projects e.g: placing slip proof carpet on external steps.
- All matters associated with buildings/grounds maintenance, including audits, tenders and works associated with Physical Resource Management System (PRMS) , will be coordinated in consultation with the Principal.
- The Parish Leadership Team will coordinate major and some minor projects funded either locally or by other authorities E.g. CEM.
- All contracts will be monitored by the Principal.
- Submissions for additional facilities or resource submissions will fall under the jurisdiction of the Parish Leadership Team.
- The Maintenance Person will implement a planned Maintenance Schedule to ensure the school maintains a safe secure and attractive school environment.

This policy was last reviewed in 2019.



Cana School Maintenance Schedule