

# **ST EUPHEMIA COLLEGE**

**K-12**



**MAINTENANCE**

**PROCEDURES**

**2014**

## Maintenance Procedures

### Introduction

These Procedures should be read in conjunction with the Maintenance Policy.

### Procedures

#### **Routine Maintenance**

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

Their duties include:

- emptying bins
- removing rubbish
- cleaning classrooms, toilets, staffrooms and offices
- maintaining School grounds.

Professional tradespeople may be called for:

- locks
- supply and fitting of light tubes and globes
- regular inspections of gutters and down pipes
- checks of security fences and minor repairs as required
- softfall areas in playgrounds
- movement of furniture, whiteboards, blackboards and notice boards
- repairs to furniture and equipment
- wall, ceiling and door repairs
- cleaning of graffiti
- repairing of internal door hinges
- landscaping maintenance
- replacing tap washers
- computer repairs
- replacing signs
- plumbing installations and repairs
- electrical installations and repairs
- airconditioning repairs
- grease trap cleaning
- tagging of electrical equipment.

#### **PREVENTATIVE MAINTENANCE**

The Maintenance Officer is responsible for arranging the following:

- organising the cleaning of ceiling fans and classroom lights by an external contractor
- cleaning of windows
- annual checking of electrical equipment by professional tradespeople
- annual pest control treatment
- monthly tests of fire panels/alarm systems
- six monthly tests of fire equipment such as fire hydrants, sprinklers and fire extinguishers
- yearly tests of smoke detectors
- yearly filter checks and cleaning for air-conditioning units
- fire safety assessments
- inspection (before winter) of gas heaters as required.

The School Bursar is responsible for arranging and maintaining the annual fire safety assessments which comply with Part 9 Division 5 of the Environmental Planning and Assessment Regulation 2000.

The School undertakes professional development courses relating to fire safety in order to ensure staff are familiar with the correct procedures.

### **Responsible Maintenance**

There will always be maintenance issues that need to be attended to.

An Electronic Maintenance Register is available on the School network. School staff must make requests for day to day maintenance during staff meetings or directly to the Maintenance Officer. The Maintenance Officer checks the Electronic Maintenance Register each day and assesses the degree of risk of each non conformity and implements necessary corrective action in consultation with the Principal/Delegated Authority. The Maintenance Officer is responsible for registering the completed maintenance work.

If emergency maintenance issues arise, the teacher involved consults the Principal immediately.

Requests for major work are to be submitted to the Principal.