Our Lady of Perpetual Help - Ringwood

MAINTENANCE POLICY – 2013
To be reviewed: 2016

RATIONALE:
Our Lady's School buildings and grounds should be cared for by all who use them, but the responsibility is with the Parish Priest/Principal.

AIMS:
• To provide a school environment which is safe, secure and healthy for all who use it.
• To maintain Our Lady's property in a suitable condition so that future expense is minimised.
• To minimise cost by the use of volunteer labour wherever possible.

IMPLEMENTATION:
1. The Principal will authorise expenditure for maintenance in accordance with CEO Guidelines.
2. The Principal will allocate a budget for materials for Working Bees for each school year.
3. The school cleaner will carry out minor maintenance as per job description. If this is not possible then the work will be outsourced to a private company.
4. The school will charge a Maintenance Levy that is rebated in part for attendance the Working Bee committed to as per Maintenance Guideline 4.

MAINTENANCE GUIDELINES:
1. The Maintenance Representative (if available) will meet with the Principal to set the Working Bee dates for the following year. These dates will be advertised in the school Newsletter and the Parish diary.
2. The school Maintenance Representative and/or the Principal make regular inspections of the whole property to outline the short and long-term work requirements.
3. The Maintenance Representative/Principal will set tasks and supervise Working Bees.
4. 3 Working Bees will be held each year. These will be:
   i) General
   ii) General
   iii) Post Fete
   Parents will be asked to commit to one of the Working Bees within a two week time frame at the beginning of the year. This allows tasks to be planned.

Growing together, in faith, for the future
5. Refreshments will be provided at Working Bees (in accordance with Implementation 2).

6. The Maintenance Representative or Principal will authorise and sign rebate qualification forms.

7. The Maintenance Representative/Principal will liaise with the Parish Maintenance Committee as and when required.

This policy will be reviewed as part of the school’s three year cycle.
CLEANING AND MAINTENANCE SCHEDULE

DAILY:
- Clean & mop boys & girls toilets
- Clean & mop sick bay toilets
- Clean & mop disabled toilets
- Clean & mop staff toilets
- Clean hand basins in each toilet
- Clean vinyl in corridors
- Vacuum Foyer

TWICE WEEKLY: (Mid week & end of week)
- Vacuum classrooms and Library
- Vacuum Reading Recovery Room and RE Room
- Vacuum Principal and Secretary’s Offices
- Clean vinyl in staff room
- Clean vinyl in sick bay

WEEKLY: (at weeks end)
- Vacuum Italian room
- Vacuum After School Care room
- Vacuum Music room
- Clean shower
- Clean Photocopy room
- Clean drink fountains
- Clean vinyl in classrooms
- Clean classroom sinks
- Sweep doorways

END OF TERM:
- Clean student tables & chairs
- Spot clean walls
- Clean bag spaces
- Clean fans
- Clean blackboards
- Basketball rings to be removed and re-installed

END OF YEAR:
- Clean windows & window sills
- Steam clean carpets (or outsourced)
  - Purchases are made at Mega Mitre 10 then re-imbursed from the school.
  - The school cleaner is required to sign a services contract agreement with the school outlining terms and expectations.
  - Cleaning is charged at a weekly rate. End of term and end of year cleaning plus maintenance is charged at an hourly rate.
  - Schedule to be reviewed with cleaner by Principal annually or as required.