

CHALCOT LODGE PRIMARY SCHOOL

POLICY: FACILITIES

INITIAL COPY
15/9/93

RATIFIED
June 2022

PURPOSE

To ensure that the buildings and grounds are developed and maintained in good order and condition with regard to educational enhancement, health, safety, security and aesthetic appearance.

GUIDELINES

- All work and financing will be in line with Department of Education and Training (DET) guidelines, regulations and directives, Regional priorities and initiatives and the School Strategic Plan;
- Funding for the program may be sourced from:
 - the Facilities component of the Student Resource Package (SRP) incorporating: Grounds Allowance; Maintenance and Minor Works, including Vandalism; Cleaning; and Essential Services/ Annual contracts;
 - DET grants for major or minor works and audited planned maintenance items;
 - Federal, State or community grants;
 - the voluntary facilities parent contribution; and
 - community sponsorship.
- The Yearly Schedule of Inspections will detail the timing and contractors of all essential and non essential inspections;
- School Council contracts will be consistent with DET regulations;
- When planning work to be undertaken, health and safety issues will be given priority; and
- The tendering and letting of School Council contracts must follow DET guidelines.

IMPLEMENTATION

- The Principal and Administration team (Facilities Coordinator) will be responsible for coordinating the Facilities Program and for reporting at each School Council meeting;
- School Council is responsible for the letting of School Council contracts;
- The Principal, in consultation with the Facilities Coordinator, will be responsible for coordinating the tendering process and for making recommendations to School Council in relation to the company to be successful in obtaining the contract;
- School Council contracts will be signed by the School Council President and the Principal;
- School Council contracts will be made for lawn mowing; rubbish collection; sanitary hygiene; security patrols; fire services; and other contracts deemed necessary by School Council, and may be reviewed annually;
- The Facilities Coordinator will liaise with the Student Council;
- Cleaning chemicals and equipment will be stored in secure locations and designated with the correct signage and in line with Occupational Health & Safety requirements;
- Maintenance tools and equipment will be stored in secure locations;
- All urgent repairs or maintenance requirements must be reported promptly to the Principal / AP or senior staff;
- Contractors will be required to complete the 'Contractor Management Checklist and will be issued with the current Emergency Management Plan;
- A completed 'Works Phone Call Record' slip will be provided to the Administration Education Support Officer (ESO) responsible for recording urgent works and vandalism orders on the School Maintenance System (SMS);
- Projects, contracts, maintenance items, inspection items, inspection outcomes and expenditure will be recorded by an Administration ESO on the SMS;
- Staff will email all non-urgent maintenance to the Facilities Coordinator; and
- The program will be evaluated annually through the Program Management Process.

EVALUATION

The Facilities Policy will be reviewed by the Facilities Coordinator in consultation with the Education Policy Committee every four years or sooner if required.