

MAINTENANCE AND MINOR WORKS POLICY

PROGRAM GOALS:

To maintain and improve the facilities at Baden Powell College P - 9. Any works that are deemed Urgent Work are considered so to ensure Health and Safety of students and staff and to maintain the security of the college.

PROGRAM DESCRIPTION:

This program will encompass the following categories of works which are considered urgent (not in order of importance):

- Building repairs following damage by storm
- Clearing of sewer blockages
- Fluorescent lighting repairs resulting from burnt out ballasts catching fire
- Gas leaks
- Master key replacement
- Pest eradication / control
- Power failure rectification
- Repair of broken glass
- Repair or replacement of small hot water units where these are the only available source of hot water
- Security lighting repairs
- Toilet exhaust fan repair where mechanical ventilation is the only means available
- Vandal damage (report to police to be made)
- Water supply failure of fire service repairs
- Security cost

It will also cover projects which relate to:

- The ongoing maintenance
- The minor upgrading of existing facilities

PLAN FOR IMPLEMENTATION:

- Should an urgent work be under \$1,000.00 then a verbal quote is sufficient.
- Urgent works over \$1000.00 will require three verbal quotes. Urgent works over \$3,000.00 require written quotes.
- All works will be carried out to the satisfaction of the Principal or his/her Deputy.
- An overall plan for minor works and maintenance is recommended and incorporated with the School's Management System.

EVALUATION:

- This policy to be reviewed as part of the college's two year review cycle, individually, in teams and with the community in 2017.