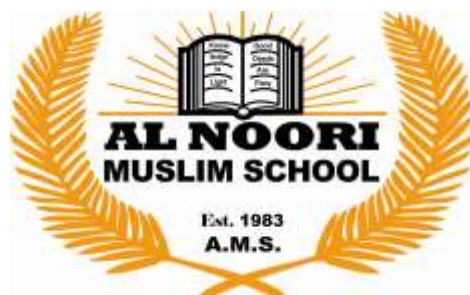


AL NOORI MUSLIM SCHOOL



# School Buildings – Maintenance Work Policy

---

Policies & Documents

**Year 2016**

## Table of Contents

Purpose: .....	3
Policy - General: .....	3
Maintenance: .....	3
Procedures: .....	4

## Purpose:

This policy ensures that the built environment of Al Noori Muslim School is in good condition and is a safe and healthy place in which to learn, teach and visit.

## Policy - General:

The Chairman in collaboration with the Principal and the Work Health and Safety Committee is responsible for ensuring school buildings are adequately maintained in sound operational condition for the courses of study and the number of students.

This policy also ensures the school complies with the Disability Discrimination Act 1992 in terms of the school's building and with all legislation relevant at the time of occupation.

## Maintenance:

Maintenance falls into three broad categories, viz.:

- Essential Maintenance – work that is recurrent in nature, required to keep the school operational, safe and/or as required by statutory authorities for regulation, for example:
  - Fire protection systems
  - Security systems
  - Ventilation systems
  - Heating and cooling plant and equipment
  - Lift services
  - Electrical equipment safety inspections and testing
  - Hazardous materials management
  - Playground equipment
  
- Planned Maintenance – work that has been identified through asset inspection and assessment procedures required to be undertaken to preserve a building's fabric including features, for example:
  - Painting and previously painted surfaces
  - Replacement of floor coverings
  - Replacement of furniture
  - Replacement of whiteboards
  - Regular cleaning
  - Gutter cleaning
  
- Unforeseen Maintenance – work that cannot be anticipated, usually as a result of a breakdown or an accident, which is essential for health safety, usually as a result of a breakdown or an accident, which is essential for health safety, security or protecting the environment, for example:
  - Blocked drains from storm water or sewage
  - Electrical hazards

- Vandalism outside school hours
- Water leaks from taps, toilets or bubblers

**Procedures:**

The principal in conjunction with the proprietor, contracts tradespersons to carry out repairs and maintenance work.