

CHRISTCHURCH RUDOLF STEINER SCHOOL

COLLEGE PRINCIPAL GROUP

Management

Policy: **NAG 4: Resources/Property**

Procedure: 2:8 **REGULAR MAINTENANCE PROGRAMME**

Management is responsible to ensure that repairs and maintenance checks are conducted regularly on all school buildings, grounds and play equipment.

The College Principal Group ensures that:

- all staff involved in cleaning and/or maintenance have an up-to-date job description.
- the caretaker has an appropriate tool kit for regular repair work.
- all regular maintenance is being carried out to the required standard
- the Finance Committee is to be advised annually when setting the budget, of the financial requirements for the coming year regarding regular maintenance;
- an appropriate staff member is responsible for liaising with cleaners, gardeners and other maintenance staff to ensure that these areas are regularly checked.
- caretaking, grounds, maintenance staff report regularly to the Property Manager.
- all urgent Items of maintenance (with priority given to health and safety considerations) are dealt with promptly, and that all others Items of regular maintenance are carried out according to a plan which will include seasonal and other considerations. Daily maintenance needs can be enhanced by the keeping an email log for all staff, pupils and cleaners to enter items for repairs

CHECKLIST

Daily or weekly checks:

1. The heating systems (in season), to ensure that all are functioning satisfactorily and that there are no hazards
2. Taps and drinking fountains for leaks and replacement of washers
3. Daily checks (when school is finished) to ensure that all buildings are well secured. This includes a physical check of all windows and external doors, also ensuring that smoke stop doors and fire doors are closed; lights and heaters are switched off.
4. Daily check that all rubbish is disposed of in accordance with the enviro group waste disposal plan.
5. All lighting in rooms is operating. Change all light bulbs when required
6. Ensure that all rubbish is removed from the rear of and near heaters

Monthly checks

1. Night and emergency lighting and ensure that all necessary repairs are carried out
2. All smoke stop and fire doors are working satisfactorily
3. All door closers are operating and carry out any necessary repairs or maintenance
4. Record water meter and log

Three-monthly checks

1. Clear all curbing and sumps to ensure they are free from rubbish
2. Boundary fences. Refit loose boards and carry out necessary repairs
3. Check and clear any obstacles in spouting and down pipes. Repair where necessary
4. Check all hinges and other fittings on windows

Annual Service checks

1. Ensure that all heating systems are operating to full capacity and that there are no defects in the systems. Where necessary, have a reputable professional involved in this check well before the heating season begins
2. Have all electrical equipment checked by a registered electrician
3. Have all gas appliances checked by a master gas fitter or appropriate professional
4. Ensure that a service is carried out on all fire hose reels and fire extinguishers to ensure that there are no defects
5. Ensure that the yearly building warrant of fitness is carried out successfully
6. Trim trees to below spouting line and away from school buildings

Date approved: 22 May 2012

Signed:

Responsibility for review: Management

Responsibility for administration of procedure: Management

Review date: May 2017