



SUNLANDS PRIMARY SCHOOL

NEWENT STREET, KEWYN, 7780

PHONE: 021-7978010

E-MAIL: admin@sunlands.co.za

WEBSITE: www.sunlands.co.za

MAINTENANCE POLICY

PURPOSE

The purpose of this policy is for the maintenance and upgrading Sunlands Primary School's buildings, ground and property.

The maintenance of facilities is about:

- Resource management
- Providing a safe environment for students and staff
- Creating a physical environment that is conducive to learning

ACCOUNTABILITIES

1. The estate manager and principal report to the School Governing Body (SGB) for the upkeep of grounds, buildings and other school assets; and for approval of the maintenance budget.
2. The principal and estate manager is responsible for the development of the Annual Maintenance Plan and with the Bursar of the Assets Register to record the purchase or disposal of equipment.
3. Recommendations for major upgrade expenditure are to be included in the formulation of the school's annual budget for SGB approval.
4. The principal delegates responsibility for all maintenance activities to the School's maintenance staff.
5. This plan is to read in conjunction with relevant policy documents including the school Workplace Health and Safety Policy.

ROUTINE MAINTENANCE

The school cleaning staff members are responsible for the day-to-day cleaning of school buildings.

The school maintenance team is employed to remove rubbish, cut grass, trim trees overhanging buildings, tend gardens and assist with constant upgrading of school grounds, including landscaping.

- Cleaning classrooms, passages and cloakrooms on a daily basis.
- Locks, excluding work that must be carried out by a professional locksmith;
- Supply and fitting of light tubes and globes;
- Replacement of castors on chairs;
- Regular inspections of gutters and downpipes – removal of leaf matter;
- Cleaning of drains, silt and other waste traps;
- Checks of external fences and minor repairs as required;
- Repair, replacement or repainting of signs;
- Movement of furniture, whiteboards, blackboards and notice boards;
- Minor repairs to classroom fans;

- Taking recycling and green waste to the municipal recycling area, as needed;
- Regular putting out of wheelie bins for waste collection and having the bins cleaned;
- Repair potholes in car parks and other paths as they appear;
- Minor repairs to furniture and equipment;
- Minor wall, ceiling and door repairs;
- Cleaning of minor graffiti immediately it appears;
- Re-screwing of internal door hinges;
- Replacement of clock batteries;
- Minor landscaping maintenance;
- Replacing tap washers;
- Replacing signs;
- Annual maintenance of storm drains.

PREVENTATIVE MAINTENANCE

Maintenance staff is responsible for arranging the following, such as:

- Annual checking of electrical equipment by professional tradespeople;
- Annual painting of desks classrooms where necessary;
- Annual replacement of broken and cracked windows;
- Checking of all safety signage;
- Annual checking , coordination of fire equipment safety check;
- Annual pest control treatment and internal pest checks and management;
- Annual checking of air-conditioning via maintenance contract with professional tradespeople;
- Annual inspection of ceiling, floors, paving, plumbing, paintwork, door hinges, hooks, locks;
- Annual servicing of mowers and garden equipment;
- Annual spraying of weeds;
- Annual check of trees for felling / pruning. Trees with history of dropping limbs are removed;
- Termly audit of playgrounds and outdoor areas. Appropriate maintenance to take place based upon this review.

RESPONSIVE MAINTENANCE

There will always be maintenance emergencies that need to be attended to. Maintenance request forms are kept in the pigeon hole of the estate manager. School staff must make requests for maintenance through the request form. A direct approach to the Maintenance Coordinator will be ignored.

LONG-TERM MAINTENANCE

Protection of the school's assets and safety of school staff and students requires a regular cycle of upkeep of school buildings, grounds, plant and equipment. As a guide this includes:

Every three – five years:

- Internal painting;
- Replacement of furniture;
- Replace and maintain walls, pathways, driveways, carpark;
- Playground maintenance and equipment replacement;

Every ten years:

- External painting;
- Review and replacement of floor coverings;
- Review and replacement of notice boards and whiteboards;
- Review and replacement of guttering;
- Check of electrical wiring

Every twenty-five years:

- Roof refurbishment/replacement

CLASSROOM FURNITURE AND FITTINGS (Recurrent Expenditure)

The school seeks feedback from staff regarding their requirements to ensure that we maintain contemporary engaging classrooms. As part of this, items such as rugs, fittings and furniture may be identified and renewed as part of the ongoing recurrent budget. This would typically occur in October each year as part of the budget formulation process for the following year.

