One of the eligibility criteria for a school that is seeking funding through the Capital Grants Programme is to ensure that an appropriate Maintenance Plan is in place to efficiently and effectively meet the ongoing running costs of the school’s facilities.

During the Application Process, applicant schools are required to attach a copy of the school’s Maintenance Policy to Part B – Capital Funding Application.

A copy of the detailed Maintenance Plan must be available for viewing at the site meeting in the event that a visiting VIS BGA Board Member requests to view the school’s detailed Maintenance Plan on the day.

A Maintenance Plan is a document outlining the school’s proposed actions to repair and maintain its physical infrastructure over time – i.e. buildings, grounds, fixed assets.

The Maintenance Policy should address the following headings.

SCHOOL’S OBJECTIVES:

- Management of existing facilities and resources
- Provision of a safe environment for students, staff and visitors
- Maintenance of a physical environment conducive to learning

VIS BGA OBJECTIVES:

To ensure that an applicant school has a Maintenance Policy and Plan in place prior to being considered for an application for funding through the Australian Government’s Capital Grants Programme.

ACCOUNTABILITIES:

The School should nominate a person to co-ordinate maintenance (Maintenance Co-ordinator) and that person should be responsible for:

- day-to-day maintenance
- development and implementation of the annual maintenance plan
- management of incidentals
- recommendation of necessary upgrades
- adherence to the Workplace Health & Safety Policy and Risk Management Policy and the requirements of the Essential Safety Measures as per the Victorian Building Regulations 2006, Regulation #116
- reporting

DAY-TO-DAY MAINTENANCE PLAN:

The School should have a Day-to-Day Maintenance Plan with nominated and assigned responsibilities (e.g. cleaning and upkeep of school grounds)

DEVELOPMENT OF ANNUAL MAINTENANCE PLAN:

A budget for the Maintenance Plan should be sufficient to cover:

- routine periodical testing and maintenance works of high and low frequencies as appropriate
- risk management
- allowance for incidentals
- at least a yearly maintenance planner

The school’s Maintenance Plan must be signed by the School Authority.
There are templates for Maintenance Plans available for downloading from the internet. The following table is an example of the format for a maintenance planner:

<table>
<thead>
<tr>
<th>Month (Date)</th>
<th>Area of Maintenance</th>
<th>Activity</th>
<th>Frequency</th>
<th>Budget</th>
<th>Action Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

A MAINTENANCE PLAN SHOULD ENCOMPASS ALL FACILITIES AND RESOURCES AS FOLLOWS:

- electrical fixtures and equipment
- plumbing
- building
- school equipment
- school grounds
- signage
- safety
- contingency planning for emergency
- risk assessment in all of the above

MANAGEMENT OF INCIDENTALS:

- items identified as maintenance issues should be logged by way of an online facility or Maintenance Request book and kept in a convenient place
- maintenance issues should be reviewed regularly
- maintenance requests identified should be actioned promptly and signed off on upon completion

RECOMMENDATION OF NECESSARY UPGRADES:

The Maintenance Co-ordinator should budget for the necessary upgrade or replacement of items identified in the Yearly Planner and the Maintenance Request Book.

WORKPLACE HEALTH & SAFETY POLICY AND RISK MANAGEMENT POLICY:

The Maintenance Co-ordinator is responsible for ensuring that all maintenance work is done in accordance with statutory Workplace Health and Safety Policy and Risk Management Policy.

REPORTING:

The Maintenance Co-ordinator reports annually to school authorities on the state of the facilities and equipment and any works performed during that year.