GUIDELINES - SCHOOL MAINTENANCE PLAN

MAINTENANCE PLANS & ESSENTIAL SAFETY MAINTENANCE PLAN

A school seeking consideration for funding under the Capital Grants Programme must have established an appropriate Maintenance Plan. A copy of the Maintenance Plan must be included in the Feasibility Report documentation.

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.

VIS BGA will consider the suitability of this plan given the condition of the school and may deem a school ineligible if its plan is assessed as inadequate. Schools will be given the opportunity to amend their plan based on VIS BGA assessment.

SCHOOL’S OBJECTIVES:

A. Management of existing facilities and resources
B. Safe environment for students, staff and visitors
C. Maintain a physical environment conducive to learning

VIS BGA OBJECTIVES:

Ensure that a Maintenance Plan is in place before the application can be considered.

ACCOUNTABILITIES:

The School should nominate a person to co-ordinate maintenance (Maintenance Co-ordinator) 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
- reporting

DAY-TO-DAY MAINTENANCE:

The School should have a Day-to-Day Maintenance Policy 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 include:

- routine periodical testing and maintenance works of high and low frequencies as appropriate
- risk management
- allowance for incidentals
- at least a yearly maintenance planner
- maintenance plan must be signed by the school authority

Templates for Maintenance Plans are available for downloading from the Web. The following table is an example of the format for a yearly 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:

- a maintenance request book should be kept in a convenient spot and should be reviewed regularly
- requests entered should be actioned promptly and signed off on completion

RECOMMENDATION OF NECESSARY UPGRADES:

Based on Yearly Planner and Maintenance Request Book, the Maintenance Co-ordinator should budget for the necessary upgrades or replacements.

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.