Mansfield Primary School
Maintenance Policy

BASIC BELIEF
Mansfield Primary School believes that a well maintained school contributes toward a safe and pleasant working environment, builds school pride and morale, enhances school image and attracts enrolments.

IMPLEMENTATION
- School Council in partnership with the principal are responsible for the maintenance of the school buildings and grounds, and all urgent works projects to the value of $50 000.
- School Council will ensure that the Student Resource Package (SRP) maintenance funds and PRMS funding will be used for their intended purposes and be recorded appropriately.
- School Council will consider contributing additional funds to school maintenance only after the Facilities subcommittee has presented an itemised annual works program, which includes items to be paid by both the SRP and PRMS funding.
- School Council, in consultation with the Facilities subcommittee, will conduct weekend working bees during the year when necessary.
- The use of volunteers in working bees will be approved and minuted by School Council.
- Volunteers must be provided with adequate safety equipment and instruction.
- Individual classes of students will be responsible for the maintenance of garden areas and the emptying of bins in the yard.
- Our school seeks to contribute to waste minimisation by recycling.
- Students will not use powered, electrical or otherwise dangerous equipment for the purpose of school maintenance.
- School Council will ensure a supply of basic gardening, maintenance and safety equipment is available for use by students.
- School Council will tender contracts for mowing of the school grounds and the cleaning of school buildings.
- School Council does not approve the use of mowing or motorized gardening equipment during school hours.
- Checklists will be developed for use by both staff and cleaning contractors to facilitate cleaning of school buildings.
- Students are required to eat lunch in classrooms. Food wrappers are not to be taken outside.
- The asbestos policy must be consulted prior to any maintenance works to buildings.
- Staff are required to write in the maintenance register all equipment, facilities or areas of the school that require attention.
- Urgent or unsafe maintenance items need to be removed from use, and brought to the immediate attention of the principal and the OH&S officer.
- All other issues relating to maintenance are to be brought to the attention of the Facilities subcommittee convenor.

This policy was ratified by the Mansfield Primary School Council on 21/6/ 2010
Review Date: 2013