Rationale

* Principals are accountable for maintaining all school facilities and must:
* arrange annual building/site inspections
* maintain buildings (internally and externally) so that they meet occupational health and safety requirements
* deal with urgent repairs
* maintain all essential services
* manage the school’s maintenance requirements within an annually defined budget.
* Maintenance funding is provided through a school’s Student Resource Package. This funding is for both planned and unplanned (or urgent) maintenance works.
* In addition to the Student Resource Package, supplementary funding may also be granted to schools experiencing maintenance issues which exceed their available resources.
* Schools also are responsible for school cleaning.

Purpose

* To ensure Charles La Trobe College complies with DET policy and guidelines in regard to the Principal’s responsibilities for maintaining school infrastructure..
* To ensure that the school complies with legislation including Part 11 of *Building Regulations 1994.*

Implementation

* The Principal will ensure all facilities are maintained appropriately.
* The school will contract urgent works to a contractor listed on OH&S Preferred Contractor list.
* The school acknowledges that essential services include but are not limited to items such as fire suppression equipment, emergency lighting, ventilation systems and paths of travel to exits.
* The school will outsource the testing and recording of essential services to a contractor who is competent in Essential Service inspection.
* The school will ensure that the records required of inspections of essential services in the School Maintenance System are maintained.
* School cleaning will be carried out daily, weekly, monthly or annual basis as per the cleaning schedule.
* The school will establish a schedule for regular cleaning of heating and airconditioning units.
* Please refer also to the school’s *Cleaning Policy* and the *Contractor Management Policy.*

Evaluation

This policy will be reviewed as part of the school’s three-year review cycle or if guidelines change (latest DET updates late April & early May 2017).

Ratification

This update was ratified by the College Council on 15th February, 2018.

Reference

[www.education.vic.gov.au/school/principals/spag/infrastructure/pages/sitesafety.aspx](http://www.education.vic.gov.au/school/principals/spag/infrastructure/pages/sitesafety.aspx)