



montessori school

School Maintenance Policy

1.1 Introduction

Banksia Montessori School is committed to maintain a safe work and educational environment, by managing resources appropriately, providing a safe environment the School Community and by creating a physical environment that promotes learning. Maintenance is routine, preventative, responsive and long term and an internal audit will be done every semester. This Policy is to be read in conjunction with other relevant Policy documents relating to Health and Safety.

1.2 Responsibilities

Administration:

- Reports to the Principal any issues relating to the maintenance of the buildings, surrounding grounds or other School assets;
- Reports to the City of Stirling any maintenance issues relating to the building or surrounding grounds that the City of Stirling is responsible for;
- Has a documented Annual Maintenance Plan to organise and record maintenance required. This includes annual testing of electrical equipment, RCD, fire equipment, exit signs and alarm system, sandpit maintenance, arboretum maintenance, pest control and maintenance of air-conditioning units;
- Is responsible for organising and supervising the day to day cleaning and repairs of the School and the surrounding outdoor areas;
- Will respond to maintenance issues raised on the Ad Hoc Maintenance Forms;
- Keeps a Fixed Assets Register;

Upgrade recommendations from the Parent Community, Staff and the Principal are relayed to the *School Council* by the Principal.

School Maintenance Policy	
Signed by Chairperson:	Council Approval Date: March 2021
	Council Review Date: March 2024