

Facilities Maintenance

Policy Scope

This policy is for the management of ACC Southlands Ltd. The Principal or their delegate is responsible for the implementation of the policy and any procedures.

The physical address of the campus is 26 Brewster Road, Collingwood Heights, Albany.

Policy

The purpose of this policy is to ensure that school facilities are being maintained for the purpose of meeting BCA Standards (at the time of the approval to build) and for the purpose of using the facilities for educational purposes. The school encourages all stakeholders to take a proactive approach to identifying and resolving maintenance issues for the purpose of keeping children and staff members safe.

Identifying & Responding to Maintenance Issues

1. The Principal or their delegate will be responsible for managing the process of identifying maintenance issues. This could include but are not limited to:
 - a. Formal advice for Albany Town Council
 - b. Formal advice from AISWA or DES
 - c. Feedback from the School Board
 - d. Feedback from the Annual Campus Risk Assessment
 - e. Feedback from staff members, students and members of the school community
 - f. Feedback from the WHS Committee
2. The School Board has allocated a budget for the ongoing maintenance of the school. In the event that a maintenance item exceeds the annual budget, the Principal is to raise the issue with the School Board.
3. The Principal or their delegate is responsible for engaging outside contractors when required for the purpose of school maintenance

Annual Maintenance Register

The school will maintain an Annual Maintenance Register that specifies:

1. The maintenance task
2. When the maintenance task occurs
3. When the task has been completed

Policy Review

On change of legislation or at the discretion of the School Board of ACC Southlands Ltd.

Policy Version

3.0