

MAINTENANCE OF SCHOOLS, COLLEGES AND SERVICES

Scope: This policy applies to all staff employed in Catholic schools, colleges, kindergartens and outside school hours care centres conducted by Catholic Education - Diocese of Rockhampton (referred to as Catholic Education in the document).

1. POLICY STATEMENT

All Diocesan schools, colleges and services will budget a minimum of 1.0% of the insured value of all school buildings for maintenance of buildings, fittings, grounds and equipment on an annual basis. They will develop and implement an integrated and cyclical maintenance program to address all planned statutory, condition based, backlog, preventative and unplanned maintenance.

2. DESCRIPTION

It is essential that Catholic school communities care for and maintain the buildings, fittings, grounds and equipment entrusted to their care.

Maintenance must be understood as the actions necessary to prevent breakdown or failure of particular buildings, fittings, grounds or equipment. Avoiding the consequences of neglect of maintenance will allow limited capital funding to be utilised in the most effective way for the benefit of current students and for the provision of new places and new schools. Schools also must have regard to their duty of care and meet the requirements of the legislated statutory maintenance and manufacturer's warranties and service requirements.

The school has duty of care to all authorised users of the school site and members of its community.

The maintenance of school facilities provides an economic means of maximising the useful life of the asset. Regular and planned attention to maintenance issues will minimise health and safety risks to users of facilities.



3. IMPLEMENTATION ISSUES

1. Any unused annual budgeted maintenance funds will accumulate in the schools maintenance budget and be available to complete other planned and unplanned maintenance tasks the following year(s).
2. Schools will document a three to five (3-5) year preventative maintenance plan using an appropriate maintenance management system (ICT based) as nominated by Catholic Education and supported by the Facilities Coordinator.
3. From time to time emergency repairs may be necessary. Such maintenance work may be beyond the scope of the documented maintenance plan and school financial resources. Catholic Education will budget each year a suitable level of finance to assist Diocesan primary schools in such circumstances. Schools will consider insurance liabilities before seeking this emergency support.
4. A rolling maintenance plan will be developed by the school in consultation with the Catholic Education Facilities Coordinator and the school board. Data taken during asset maintenance audits which will be conducted every three (3) years will form the basis of the rolling maintenance plan. These plans will be reviewed regularly.
5. Catholic Education will assist schools with financial support as necessary to implement this policy. Suitable guidelines will be developed by Catholic Education to clarify the level of support available and the circumstances in which it may be provided.
6. Schools will have insurances policies and warranties.

4. REFLECTION MATERIAL

RESOURCES

- Queensland Catholic Education Commission (QCEC) (2009) [*Maintenance of facilities in Queensland Catholic Schools*](#) Brisbane