

# MAINTENANCE OF CATHOLIC SCHOOLS, COLLEGES AND SERVICES

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

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## 1. POLICY STATEMENT

All 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. Catholic schools 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 schools 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. Catholic 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 Catholic school has a duty of care to all authorised users of the school site and members of its community.

The maintenance of Catholic 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. Catholic schools will document a preventative maintenance plan using an appropriate maintenance management system (ICT based) as nominated by Catholic Education and supported by the Facilities Coordinator.
2. 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. The Catholic Education Office (CEO) will budget each year a suitable level of finance to assist primary schools in such circumstances. Catholic schools will consider insurance liabilities before seeking this emergency support.
3. 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.
4. CEO will assist Catholic schools with financial support as necessary to implement this policy. Suitable guidelines will be developed by CEO to clarify the level of support available and the circumstances in which it may be provided.
5. Any unused annual budgeted maintenance funds will accumulate in the school's maintenance budget and be available to complete other planned and unplanned maintenance tasks the following year(s).
6. Catholic schools will maintain records of insurances policies and warranties.

### 4. REFLECTION MATERIAL

#### CATHOLIC EDUCATION POLICIES AND DOCUMENTS

- [Annual Budget](#) (2014/06)

#### RESOURCES

- Queensland Catholic Education Commission (QCEC) [Maintenance of facilities in Queensland Catholic Schools 2015](#)