



## ***Repairs and Maintenance Policy***

***This policy addresses issues in relation to:***

*Premises and Buildings – 3.4*

*Facilities – Student Welfare 3.5*

***(See also Policies on Premises and Buildings, Risk Management and Workplace Health and Safety)***

### **Policy**

The built and landscaped environments at Al-Faisal College must be kept in such condition to ensure that the facilities are adequate:

- for the courses of study provided by the school;
- for the numbers of students in each course;
- for safe and secure occupancy and use by students, staff and visitors and
- to ensure that associated risks are managed adequately

### **Responsibility**

The Principal of Al-Faisal College, in collaboration with the Projects and Properties Manager with the support of the College's Bursar and school staff, is responsible for ensuring the school's built environment is adequately maintained in sound operational condition.

The Workplace Health and Safety Committee provides a further advisory service to assist the College to develop strategies to implement effective maintenance programs.

In addition, school maintenance is a collective responsibility of all staff that requires input and assistance from all stakeholders working at the school.

Teachers should educate students to treat school facilities respectfully.

### **Definitions**

**Built environment:** One building, a group of buildings, a part of a building or additions to a building, which are used for a purpose that is connected with the curriculum of the school or college.

**Fixtures:** Affixed to a building and are unable, to be detached without substantial damage to the item itself or that to which it is attached, are accepted as part of a building.

**Landscaped environment:** Includes outdoor play areas, landscaping, play equipment and playgrounds.

**Maintenance:**

Maintenance falls into three categories:

**1. Essential or Statutory Maintenance:**

Work that is recurrent in nature, required to keep systems operational, safe and/or as required by statutory authorities or regulation, for example:

- Fire protection systems
- Security systems (i.e. CCTV)
- Ventilation systems
- Heating and cooling plant and equipment
- Lift services
- Electrical equipment safety inspections, tagging and testing
- Hazardous materials management
- Playground equipment and boundaries

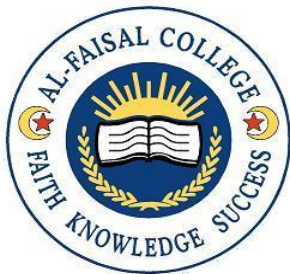
**2. Planned and Preventive Maintenance:**

Work that has been identified through asset inspection and assessment procedures required to be undertaken to preserve a building's fabric including features, for example:

- Painting previously painted surfaces
- Replacement of floor coverings
- Replacement of furniture
- Annual cleaning
- Gutter cleaning
- Daily cleaning of premises

**3. Unforeseen Maintenance:**

Work that cannot be anticipated, usually as a result of a breakdown or an accident, which is essential for health safety, security or protecting the environment, for example:



- Blocked drains from stormwater or sewerage
- Electrical hazards
- Vandalism outside school hours
- Water leaks and flooding

## Procedures

In accordance with the requirements of *Section 39 of the Education Act 1990 as detailed in the Registration Systems and Member Non-Government Schools (NSW) Manual*, a registered nongovernment school must:

*Assess and monitor the current standard and state of repair of facilities, taking into account the requirements of relevant legislation including:*

- *Explosives Act 2003*
- *Work Health and Safety Act 2011*

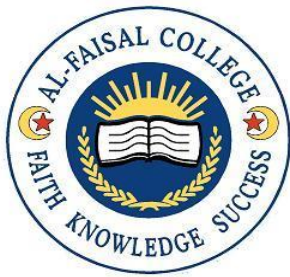
To that effect, the school has implemented a “Maintenance Book” system. This book is located in the front office. Staff members are to record any items that require maintenance in this book. It is the responsibility of the Projects and Properties Manager to attend to these issues. If the matter is of an urgent nature a tradesperson will be notified immediately.

Workplace Health and Safety issues should be raised with the Principal, the Projects and Properties Manager or the Workplace Health and Safety committee.

**NOTE: If a maintenance issue is identified and it poses an immediate threat, teachers MUST notify the Principal or Projects and Properties Manager immediately.**

Date of Policy:  
January 2018

Proposed review date of  
policy:  
January 2020  
*or earlier where amendments in  
legislation require immediate policy  
reviews*



## Repairs and Maintenance Contact List

### Auburn School

Emergency	
Police, Fire Brigade & Ambulance	000
SES (storm damage)	132 500
After Hours Contact: Mrs Ghazwa Adra Khan	0414 444 933
Utilities	
Gas: AGL	131 909
Electricity: Energy Australia	131 288
Water: Sydney Water	132 090
Property Management	
Glass replacement: O'Brien's Glass replacement – 24 hours	131 616
Fire Monitoring Company: Romteck Grid	02 9666 1555
Locksmith: Acron Locksmiths	02 9644 1046
Plumbing: Opcon Plumbing	0411 546 162
Electrician: PD Engineering Group	0402 888 949
Other Contacts	
Auburn Police Station	02 9646 8699
Auburn Fire Station	02 9647 1246
Workcover NSW	131 050