

NARRE WARREN NORTH PRIMARY SCHOOL

BUILDINGS AND GROUNDS MAINTENANCE POLICY



PURPOSE

A well maintained school contributes toward a safe and pleasant working environment, builds school pride and morale, enhances school image and attracts enrolments.

OBJECTIVE

- To maintain the school buildings and grounds to a high standard.
- To manage materials that may be easily ignited around buildings and facilities.
- To regularly monitor access to buildings and grounds.

GUIDELINES FOR ACTION

- School Council in partnership with the Principal are responsible for the maintenance of the school buildings and grounds, and all urgent works projects.
- School Council will ensure that Student Resource Package (SRP) maintenance funds will be used for their intended purposes and be recorded appropriately.
- All required inspections will be entered onto AIMS.
- The asbestos policy must be consulted prior to any maintenance works to buildings.
- Staff are required to log all maintenance items, including OHS items, requiring attention on Google - Maintenance tracker.
- Urgent or unsafe maintenance items need to be removed from use, and brought to the immediate attention of the Principal or the OH&S officer as appropriate.
- Lawns are to be mowed at least once a month, more regularly when necessary.
- Gutters are to be cleaned bi-annually unless they require urgent attention.
- Flammable material, such as paint, is to be stored in the locked container under the Multi-Purpose Room/Building C. Old paint will be regularly disposed of by the school's maintenance person.
- The Maintenance Person will ensure branches overhanging buildings, debris and rubbish around buildings are removed.
- Building exits are to be kept clear of obstructions at all times.
- Access to school facilities for emergency vehicles is at the main entrance of the school on A'Beckett Road. EMP procedures are outlined in the school's Emergency Management Plan and Procedures.
- All other issues relating to maintenance are to be brought to the attention of the Business Manager.
- This policy is to be reviewed as part of the school's three year review cycle or as required.

This policy is to be read in conjunction with the school's Emergency Management Plan, Procedures for Dangerous Goods and Hazardous Materials Policy, Asbestos Policy and OHS Policy.

POLICY REVIEW AND APPROVAL

Policy last reviewed	27/02/2026
Approved by	Principal
Ratified by School Council	10/03/2026
Next scheduled review date	27/02/2029