



Kinglake Primary School

School Maintenance Policy for Kinglake Primary School

Purpose of this policy

To outline how Kinglake Primary School maintains school infrastructure for a safe learning environment.

Policy

The Principal is accountable for maintaining all school facilities and must:

- arrange annual building/site inspections
- maintain buildings (internally and externally) so that they meet occupational health and safety requirements
- deal with urgent repairs
- maintain all essential services
- manage the school's maintenance requirements within an annually defined budget.

Funding

Maintenance funding is provided through a school's Student Resource Package. This funding is for both planned and unplanned (or urgent) maintenance works.

In addition to the Student Resource Package, supplementary funding may also be granted to schools experiencing maintenance issues, which exceed their available resources.

Contract cleaning

- The Department maintains a Contract Cleaners Panel, which comprises of approved cleaning contractors with skills and expertise appropriate to Victorian government schools see: School Contract Cleaning within [Department resources](#)
- Kinglake Primary School employs a regular cleaner to maintain a clean and pleasant learning environment.
- Kinglake Primary School employs a gardener and maintenance person, as required to attend to the grounds.
- Kinglake Primary School follows Education Department Guidelines to employ contractors as needed to maintain a safe environment for students, teachers and families.
- Kinglake Primary School has a specific maintenance person that regularly checks the school septic tank and maintains its function and integrity.

Scheduled Maintenance:

- Kinglake Primary School undertakes scheduled maintenance under the guidance of the Education Department's maintenance department and according to their schedule for the school.
- Kinglake school staff and parents contribute to an OHS register to alert the principal to any maintenance issue. The Principal prioritises these issues and maintains the school accordingly.

Related policies

- [School Council and Contractors](#)
- [Student Resource Package](#)

Department resources

For more information see:

- School Infrastructure's
 - [School Maintenance](#) (public website)
 - [School Maintenance](#) (staff access only)
- [School Maintenance System](#)
- [School Contract Cleaning](#)