MAINTENANCE & REPAIRS
POLICY
2014

Date issued: March 2014
Date to be reviewed: 2018

It is the Policy of St Joseph’s Primary School to ensure that all aspects of the school plant and equipment are maintained and kept in a safe and functioning condition.

To ensure this occurs the following procedures are followed:

- It is the responsibility of all staff members to report any maintenance /safety requirements to the principal.
- These issues should also be recorded in the maintenance book which is kept in the pigeon holes.
- It is the role of the maintenance man to check the book regularly and prioritise and carry out any work. When the work has been completed it is to be signed and dated.
- Any major repairs or maintenance work requiring outside contractors is to be organised by the school executive in consultation with the Principal.
- It is the role of the Principal to ensure any outside contractors are licensed and carry the appropriate certification to carry out such work.
- Any maintenance requiring funding from the Parish is done so in consultation with the Parish School Board who will maintain an ongoing maintenance plan for all parish schools.
A pictorial history of any major maintenance/renovation work is to be kept each year.

A data base of funds expended on maintenance will also be kept by the school secretary.