

HIGHVIEW COLLEGE MAINTENANCE POLICY



Responsibility – Executive (operational)

Ratified every three years

Developed by	Project Manager, Shane Harman	2019
Ratified by	The Highview College Board	18 February 2020
		2023
		2026

Statement of Context and Purpose

Highview College is committed to the effective management of maintenance of its buildings, grounds and infrastructure, ensuring it complies with workplace health and safety requirements.

Project Manager

Highview College employs a full-time Project Manager, who co-ordinates:

- day to day maintenance
- development and implementation of the annual maintenance plan
- management of incidentals
- new projects
- the upkeep of grounds
- maintenance and record keeping of essential services
- supervision and co-ordination of tradespeople and sub-contractors
- recommendations for necessary works and upgrades
- cleaning contractors

Funding

Maintenance funding is provided within the Highview College school budget and allows for both planned and unplanned (or urgent) maintenance works. These works are broken into the following areas:

Routine Maintenance

Highview College contracts its cleaning to AMC. Their team is responsible for the day-to-day cleaning of school buildings, which is predominantly an out-of-hours contract. Any cleaning emergencies during operating hours are co-ordinated by the Project Manager.

The School Property/Project Manager attends to the daily maintenance of the school. In addition to the management of external tradesmen for contract work, duties include the upkeep of gardens and grounds, and the ongoing general maintenance of the school buildings and facilities. This includes:

- maintenance of doors, door handles and door locks
- classroom furniture repairs
- supply and fitting of light globes
- regular inspections of gutters/downpipes
- checks of boundary fences, security gates
- repainting of garden equipment, facilities
- plaster repair
- repainting of doors/external areas
- repainting of small interior areas
- tile repairs
- upkeep of hand towel dispensers
- moving of classroom furniture
- repairs to insect screens
- window/glass repairs
- replacement of clock batteries
- landscaping maintenance
- small construction jobs
- lawns/garden maintenance
- graffiti removal
- student locker maintenance
- maintenance of toilets

Preventative Maintenance

Protection of the schools assets and the safety of staff and students, requires a cycle of upkeep of school buildings, grounds, plant and equipment. This includes:

- annual testing/tagging
- annual tool and equipment audit and maintenance
- annual pest and weed control treatment
- annual inspection of urinals/toilets
- bi-annual tests of alarm systems
- bi-annual replacement of water filters
- annual testing of kitchen equipment (microwaves, urns etc)
- bi-annual inspection of exit signs/emergency lighting
- bi-annual pit/trap cleaning
- rolling 5 year internal painting program
- replacement of floor coverings (every ten years)

External Maintenance Contract

In 2019, Highview College entered a new contract with Programmed Property Services (see Appendix B), in view of restoring and maintaining its external heritage buildings, and providing services for 'out of reach' painting and maintenance work. This includes:

- repainting of all fascias and gutters
- repainting of eaves
- repainting of all external timber work
- repainting of all hand rails and guide rails
- providing machinery and operators for elevated works

Contractors and tradespeople

For emergency work requiring external contractors and tradespeople, Highview College seeks the best local contractors, who:

- are fully licensed
- carry a current working with children check
- are reliable
- are competent
- carry out a site induction prior to works

Contractors must provide evidence of insurance, in the form of a *Certificate of Currency*, or preferably a copy of policy, which outlines exclusions and schedule of *Limits of Cover*. These following insurances must be held:

- Workers Compensation
- Public liability
- Professional indemnity (where applicable)
- Level of insurance

A site induction is carried out with new contractors on their first visit, and for regular contractors, renewed at the start of each year. The site induction covers:

- emergency evacuation procedures
- potential hazards when working in an educational environment
- Childsafe Policy
- signing of a Childsafe statement
- verification of insurance certificates
- OHS policy
- Code of Conduct

APPENDIX A – Highview College Maintenance Plan

APPENDIX B – Programmed Property Services (Maintenance Contract)

APPENDIX A – Highview College Maintenance Plan



Routine Maintenance

The school cleaners (AMC) are responsible for the day-to-day cleaning of school buildings.

The School Property/Project Manager attends to the daily maintenance of the school. In addition to the management of external tradesmen for contract work, duties include the upkeep of the gardens and grounds, and the ongoing general maintenance of the school buildings and facilities.

This includes:

- Maintenance of doors, door handles and door locks
- Classroom furniture repairs
- Supply and fitting of light globes
- Regular inspections of gutters/downpipes
- Checks of boundary fences, security gates
- Repainting of garden equipment, facilities
- Plaster repair/damage
- Repainting of doors/external areas
- Repainting of small interior areas
- Tile repairs
- Upkeep of hand towel dispensers
- Moving of classroom furniture
- Repairs to insect screens
- Window/glass repairs
- Replacement of clock batteries
- Landscaping maintenance
- Small construction jobs
- Lawns/garden maintenance
- Graffiti removal
- Student locker maintenance
- Maintenance of toilets

Preventative Maintenance

- Annual pest control treatment
- Annual testing/tagging
- Annual checking of urinals/toilets
- Tests of alarm systems
- Bi-annual water filter changeover
- Annual testing of kitchen equipment (microwaves, urns etc)
- Bi-annual fire testing
- Bi-annual pit/trap cleaning

Responsive Maintenance (JIRA)

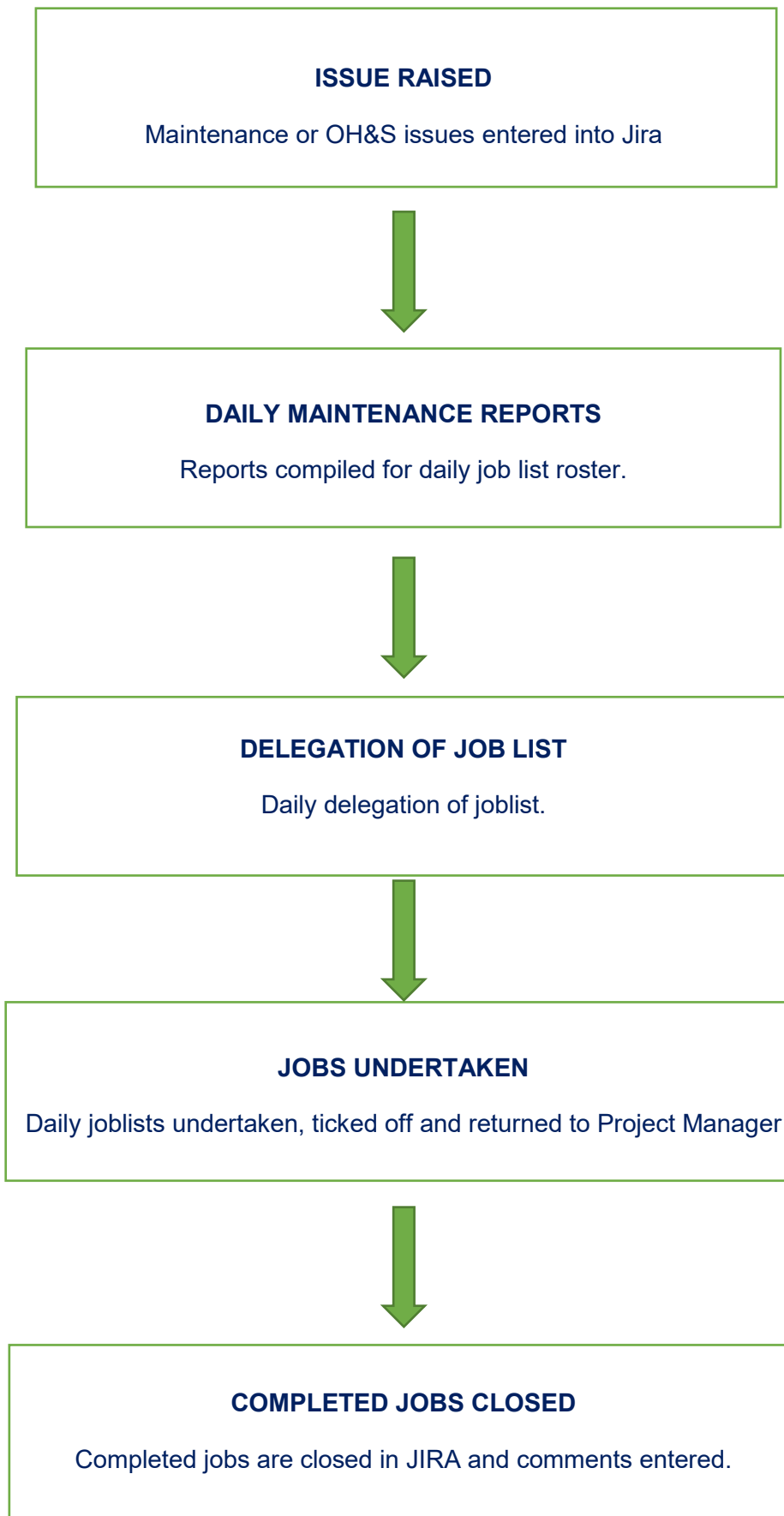
Daily maintenance emergencies are carried out by the Project Manager and groundsman.

School staff must log requests via an internal on-line program (JIRA), and each maintenance request is closed (and comments made) at the completion of each task. This is priority based.

Sample Report

The screenshot shows a JIRA issue page for 'locker 56' (MAINT-965) in a 'CLOSED' status. The page is viewed from a browser window with the URL 'maintenance.highview.vic.edu.au/projects/MAINT/queues/custom/10/MAINT-965'. The left sidebar shows navigation options like 'QUEUES', 'All open' (13), and 'Recently resolved' (9). The main content area includes a 'Details' section with fields for Type (Task), Priority (Medium), Component/s (None), Labels (None), Status (CLOSED), and Resolution (Done). The 'Description' section states: 'Locker 56 next to room 6 in the junior corridor is getting jammed and needs filling or sanding'. Below the description is a contact card for 'Brendan Dix Wood / Metal Technology Consultant' at 'HIGHVIEW COLLEGE', with an office address and website. The right sidebar shows 'SLAs' (4d 11h), 'People' (Assignee: Unassigned, Reporter: Brendan Dix), and 'Service Desk request' (Request type: Maintenance Request). The bottom of the page shows a Windows taskbar with various application icons and a system tray displaying the time as 9:54 AM on 08/06/2018.

MAINTENANCE WORKFLOW CHART



HIGHVIEW COLLEGE TRADESMAN LIST

Highview College relies on the continuous support of various local tradesman for the ongoing runnings and maintenance of the school.

These trades include electricians, plumbers, painters, glasiors, gasfitters, locksmiths, air conditioning technicians, lawn & garden maintenance support.

ELECTRICIAN	Hendrickson Electrical
PLUMBER	Pearse Plumbing
GASFITTERS/ROOF PLUMBERS	Budget Gas
PAINTER	Ian Fraser / Aaron Beaton
GLAZIER	DLR Glazing
LOCKSMITH	Maryborough Locksmiths
LAWN/GARDEN MAINTENANCE	Asteria Services

Long Term Maintenance

The following items are tabled on a four year rolling program.

- Re-painting of school interiors
- Re-painting of school exteriors (steel, downpipes, timber woodwork, fascias, gutters)

Internal painting

AREA TO BE PAINTED (Internal only)	DATE/TERM ALLOCATED
Main Building – Entrance and corridors	Year 1 – Term 1
Main Building – Offices	Year 1 – Term 2
Main Building – Classrooms	Year 1 – Term 3
Junior wing – Entrance & corridors	Year 1 – Term 3
Junior wing – Class rooms & offices	Year 2 – Term 1
Arts wing	Year 2 – Term 2
Theatre/Gymnasium	Year 2 – Term 3
Tech wing – Entrance & corridors	Year 3 – Term 1
Tech wing – Class rooms	Year 3 – Term 1
Tech wing – Prep/wood work room	Year 4 – Term 2
Tech wing – toilets	Year 4 – Term 3
All other toilet facilities	Year 4 – Term 3

External painting

AREA TO BE PAINTED (External only)	DATE/TERM ALLOCATED
Main Building – Woodwork/fascias	Year 1 – Summer break
Main Building – Eaves	Year 1 – Summer Break
Main Building – downpipes/gutters	Year 1 – Summer Break
Junior wing – Woodwork/fascias	Year 1 – Summer Break
Junior wing – Eaves	Year 2 – Summer Break
Arts wing	Year 2 – Summer Break
Theatre/Gymnasium	Year 2 – Summer Break
Tech wing – Woodwork/fascias	Year 3 – Summer Break
Tech wing – Eaves	Year 3 – Summer Break
Tech wing – downpipes/gutters	Year 4 – Summer Break
Tech wing – Woodwork/fascias	Year 4 – Summer Break
Any other external furniture/property	Year 4 – Summer Break

** There are times that scheduled painting may be re-scheduled in order to cater for various external school programs such as School Productions, exams, EBT etc.



FLAMMABLE CHEMICALS AUDIT – Maintenance Department

The Highview College Maintenance department carries an assortment of dangerous chemicals, all of which are stored in the flammable liquids cabinet in the maintenance shed.

These chemicals include:

- 20Lt of Unleaded petrol (for fuel powered gardening equipment)
- 5lt mixed fuel/2 stroke oil (for blower/chainsaw/brushcutter)
- 2-stroke oil 1 Lt
- Mineral Turpentine 4lt
- Surface Barrier spray 4lt
- Bar Chain Oil 4lt
- Rust converter 1lt
- Weedmaster ARGO weed herbicide 20lt
- Decking stain 4lt
- External w/shield paint 10lt
- Internal paint 2 X 4lt
- Momar MOFLO Drain cleaner 2 X 1lt bottles
- Momar black rubberised coating 2 X 450g cans
- Momar Graffiti eater 3 X 550g cans
- Black enamel spray cans 2 X 300g cans

ITEM	CURRENT STORAGE	SECURED
Unleaded petrol 20Lt	Flammable goods container	Secured
Mixed fuel can (petrol/oil) 5Lt	Flammable goods container	Secured
2 Stroke oil 1Lt	Flammable goods container	Secured
Mineral Turpentine 4Lt	Flammable goods container	Secured
Surface Barrier spray 4Lt	Flammable goods container	Secured
Bar chain oil 4Lt	Flammable goods container	Secured
Rust converter 1Lt	Flammable goods container	Secured
Weedmaster herbicide 20Lt	Flammable goods container	Secured
Decking Stain 4Lt	Flammable goods container	Secured
Paint (ext) 10Lt	Flammable goods container	Secured
Paint (int) 2 X 4Lt tins	Flammable goods container	Secured
Momar MOFLO 2 X 1Lt	Flammable goods container	Secured
Momar rubberised 2 X 450g cans	Flammable goods container	Secured
Momar graffiti eater 3 X 550g cans	Flammable goods container	Secured
Black enamel spray cans 2 X 300g	Flammable goods container	Secured