

SCHOOL MAINTENANCE PLAN

1. Objectives

- Ensure a safe, functional, and welcoming learning environment.
- Comply with James Cook University maintenance policies and procedures.
- Prevent costly emergency repairs through proactive planning.
- Extend the life of school assets and infrastructure.

2. Maintenance Categories

Planned Maintenance: Scheduled upkeep (e.g. Fire Safety and First Aid restock and inspections; building and electrical repairs and inspections; JCU compliance inspections)

Unplanned Maintenance: Reactive repairs (e.g. plumbing leaks; electrical faults; air-conditioning).

Preventive Maintenance: Regular inspections and servicing to avoid breakdowns.

Special Maintenance: Upgrades or refurbishments (e.g. working bees; room refurbishments; locks).

3. Maintenance Schedule

Daily: Clean classrooms, toilets, bin collection, and common areas.

Weekly: Groundskeeping, minor repairs.

Monthly: Inspect fire safety equipment, lighting, and plumbing.

Quarterly: Building repairs, recycling bin collection, gutter cleaning; fencing

Annually: Repainting, carpet replacement/cleaning, roof inspections, asset audits.

4. Key Areas of Focus

- Safety & Security: Fire alarms, emergency lighting, fencing.
- Electrical: Server, outlets, lighting, test & tag compliance.
- Plumbing: Toilets, bubblers, drainage.
- Structural: Roofs, walls, windows, doors, flooring.
- Grounds: Playgrounds, gardens, pathways.
- Interior: Paint, furniture, air-conditioning, ceiling fans, lighting.
- Exterior: Building washdowns, signage.

5. Roles & Responsibilities

Principal: Oversees maintenance planning and budget allocation.

Administration Officer: Coordinates contractors, tracks expenses, reports in XERO, contacts JCU Estates

Staff: Report any maintenance issues to administration

6. Budget & Funding

Schools choose between:

- JCU Estates
- School-managed contractors and volunteers

7. Reporting & Compliance

JCU Estates – log maintenance jobs

Administration Officer email – staff log maintenance jobs

Maintain records of inspections, contractor work, and safety checks.