



## **BUILDINGS, FACILITIES, GROUNDS AND PROPERTY POLICY**

### **RATIONALE**

The purpose of this policy is for the upgrading and maintenance of Melba College buildings, facilities, grounds and property.

The maintenance of building, facilities, grounds and property is focused on:

- Resource management.
- Providing a safe environment for students and staff.
- Creating a physical environment that is conducive to learning.

### **SCOPE**

#### **Main Buildings**

Six buildings form the core of the facilities at Melba College:

Building A	(Theatre, Performance Arts and Gymnasium)
Building B	(Junior School)
Building C	(Administration, First Aid and Wellbeing, Library and Canteen)
Building D	(Senior School)
Building E	(STEAM - Science, Technology, Engineering, Arts and Maths)
Building F	Old Melba College Buildings currently used for a variety of curriculum areas
Building G	(Gymnasiums)

Our new buildings comprise of double storey open plan teaching spaces with all year levels and classes catered for in specifically designed and constructed environments. Our open plan buildings are connected at the upper level with covered walkways. The areas between the buildings forms an attractive courtyard space.

Our Buildings B, C, D E and G, funded by the Victorian Schools Building Authority (VSBA) will be completed during 2020 and provide an educational environment and facility among the best in Victoria. Melba College is being built to accommodate 1100 students and will continue to proudly serve the surrounding community of Croydon for many years to come.

#### **School Grounds**

Our well maintained grounds ensure that our students have many opportunities for active and passive recreation. At the front entrance to the school, forming part of the 'Melba Walk' is a shaded recreation space for students.

Courtyards provide areas for conversation and eating. A Basketball Court behind the Administration Building provides a key recreational and learning space before, between and after classes. There is also a kitchen garden, herb garden and fruit tree compound adjacent to the Basketball Court.

Further sporting spaces includes areas with an athletics track and sports fields for games of football or soccer will be completed as part of the Stage 3 rebuild. Our concrete areas are marked for games of four square and a newly established adventure playground provides wonderful climbing and social opportunities for our students.

Grounds have extensive lawns, a growing tree cover and are both aesthetically and environmentally attractive.

The College grounds are fenced and provide a safe welcoming environment for students to relax and play.

### **Multi-Purpose Gymnasium**

Our state of the art multi-purpose gymnasium is utilised daily for physical education classes and interschool sport. Each week the gymnasium is the venue for our school assemblies where we gather to recognise and celebrate the achievements of our school community.

The gymnasium is a joint use facility with Kilsyth Basketball Club using it every evening.

The canteen provides healthy and nutritious lunches each day of the week and sits adjacent to an indoor dining space and outdoor plaza.

### **Learning Spaces**

Across the school we have many varied teaching and learning spaces. All of our classroom teaching spaces are equipped with Interactive Whiteboards and classroom personal computers. Students have frequent access to learning technologies through school netbooks, larger laptops or desk computers.

Science rooms have state-of-the-art facilities and cater for General Science, Physics, Chemistry and Biology. Multi Media, Photography, Fine Arts and Visual Arts are provided for as well as a range of technology subjects, including Wood, Ceramics, and Textiles.

Our school also has a very well-resourced library and three computer laboratories and Senior Study Centre.

All year levels are provided for in all subjects offered by Melba College, including Senior Secondary Courses.

## **POLICY**

### **Responsibilities**

1. Melba College Council is responsible for:
  - I. Ensuring the overall safety of the buildings and grounds
  - II. Coordination of Capital Improvements
  - III. Approving, setting budget for Capital Projects
  - IV. Setting budget for Maintenance and Repairs
  - V. Approving Maintenance budget
2. The Assistant Principal – Accountabilities is responsible for:
  - I. reporting to the Principal on the upkeep of grounds, buildings and other school assets
  - II. the development of the Annual Maintenance Plan and with the Business Manager the upkeep of the Assets Register to record the purchase or disposal of plant and equipment
  - III. maintaining all school facilities and must:
    - i. arrange annual building/site inspections
    - ii. maintain buildings (internally and externally) so that they meet occupational health and safety requirements
    - iii. deal with urgent repairs
    - iv. maintain all essential services
    - v. manage the school's maintenance requirements within an annually defined budget.
  - IV. Recommendations for major upgrade expenditure are the responsibility of the Assistant Principal – Accountabilities and are to be included in the formulation of the Melba College annual budget for College Council approval.
  - V. The Assistant Principal - Accountabilities will delegate responsibility for all maintenance activities to the Melba College Maintenance staff and College Gardener.
3. The Business Manager is responsible for:
  - I. Managing the purchase requests, invoice and payment of trades and contractors
  - II. Completing taxation forms for GSST Refunds
4. The Occupational Health and Safety Sub-Committee is responsible for:
  - I. Preparing reports of maintenance and hazard reports for Melba College Council

- II. Responding to Hazard Reports
  - III. Scheduling maintenance
  - IV. Maintain active records of maintenance completed
  - V. Record Minutes of meetings
5. The College Maintenance staff and Gardener work under the direction of and report to the Melba College Assistant Principal – Accountabilities
  6. The Department of Education and Training (DET) carries out audits of all schools to determine the maintenance needs of every building. The resultant data is prioritised to assist in State-wide infrastructure and maintenance planning. Each financial year, and based on priority, DET determines those works to be included in its maintenance program.
  7. Essential service safety items required in school buildings to help save lives in the event of a fire or emergency. Melba College is responsible for the ongoing maintenance of these services and ensuring that they function properly throughout the life of the building. The Building Regulations 1994, mandate maintenance and test procedures for each essential service, and these are to be conducted by appropriately qualified people. Records will be kept as evidence of maintenance.
  8. This policy is to be read in conjunction with relevant policy documents including the Melba College Workplace Health and Safety Policy, Risk Management Policy and all other Melba College and DET Occupational Health and Safety (OHS) Guidelines.
  9. The school Maintenance staff (inclusive of the Melba College Gardener) are employed to maintain the College buildings and grounds.

### **Funding**

Building 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).

- Melba College employs cleaners (Employed by Tradeflex) to maintain a clean and pleasant learning environment.
- The Melba College cleaners are responsible for the day-to-day cleaning of College buildings.
- Cleaning of the College buildings is not the responsibility of the Maintenance staff, except when there is a hazardous liquid spill or other emergency situation that requires attention due to OHS accountabilities.

### **Maintenance Staff and Gardening Staff**

- Melba College employs maintenance and gardening staff, as required, to attend to the buildings and grounds of the College as needed to maintain a safe environment for students, teachers and the College Community.
- Maintenance and gardening staff are responsible for understanding and applying the Melba College Child Safety Policies and Procedures, including identifying and reporting risks, identifying child abuse indicators, management of disclosures, and internal and external reporting obligations. Where students are undertaking projects alongside the maintenance and gardening staff, taking all practicable measures to protect students where a risk to their safety has been identified
- Maintenance and gardening staff must ensure:
  - all known or observed hazards are reported to Health and Safety Staff representatives
  - the maintenance workshop is compliant with OHS regulations
  - machinery is maintained and used in a safe manner
  - site safety inductions are conducted for all contractors to the school
  - all Health and Safety policies and procedures are followed

- all Store and Material Safety Data Sheets are updated as required
- Melba College follows Education Department employment Guidelines.

### **Routine Maintenance**

Melba College undertakes scheduled maintenance under the guidance of the Education Department's maintenance department and according to their schedule for the school. Melba College staff contribute to an OHS register to alert the Assistant Principal – Accountabilities and the Maintenance team to any maintenance issue. The Assistant Principal – Accountabilities and the Maintenance team prioritise these issues and maintains the school accordingly. Maintenance staff are responsible for carrying out maintenance work, including but not limited to, the following:

- Joinery and carpentry
- Minor repairs to furniture and equipment
- Doors and locks
- Curtains and blinds
- Lights and light fittings
- Plant equipment
- Procure and collect building & maintenance materials required for jobs
- Wash/clean external walls of all buildings
- check and repair playground equipment
- Track inventory of trade supplies for building, plumbing and electrical, for repairs and work requests as required
- Replacement of castors on chairs
- Regular inspections of gutters and downpipes – removal of leaf matter
- Cleaning of drains, silt and other waste traps
- Monitoring of septic system
- Checks of external fences and minor repairs as required
- Soft fall areas in playgrounds / ovals to be maintained at a safe depth
- Repair, replacement or repainting of signs
- Movement of furniture, whiteboards, blackboards and notice boards
- Minor repairs to classroom fans and fittings
- Removal of rubbish
- Regular emptying of wheelie bins into skip and cleaning out of wheelie bins
- Repair potholes in car parks and other paths as they appear
- Repair of insect screens
- Minor wall, ceiling and door repairs
- Cleaning of minor graffiti immediately it appears
- Re-screwing and repair of internal and external doors and door hinges
- Repair of student lockers
- Replacement of clock batteries
- Repair and replacement of tap washers and plumbing fittings
- Replacing and relocating of signs as needed
- Maintenance of storm water drains
- Annual pest control treatment and internal pest checks and management
- Report all known and observed hazards to the Assistant Principal - Accountabilities.

### **Routine Gardening**

Gardening staff are responsible for carrying out gardening and maintenance work, including but not limited to, the following:

- Grounds and gardens, including weeding, fertilising, planting and pruning
- Lawns, including mowing and watering
- Ovals and sports fields, including mowing and watering
- Taking recycling and green waste to tip as needed

- Weekly placing of recycling bins to kerbside
- Clear external drains
- Sweep paved areas and ensure that litter is removed from garden areas
- Maintain garden equipment and appropriately store garden implements and chemicals
- Minor landscaping maintenance
- Ensure that environmental sustainability is practised
- Report all known and observed hazards to the Assistant Principal - Accountabilities.

### **Responsive Maintenance**

There will always be maintenance emergencies that need to be attended to. A maintenance request portal is accessible through 'Helpdesk' under 'Favourites' on Compass. College staff must make requests for maintenance through the 'Helpdesk' on Compass. A direct approach to Maintenance staff will be ignored.

### **Preventative Maintenance**

Maintenance staff are responsible for arranging and implementation of the Melba College Maintenance and Hazard Prevention Checklist (MHPC), that includes, but is not limited to, items as specified by DET that require regular checking. There are a range of items included in the MHPC such as:

- Annual checking of electrical equipment by professional tradespeople
- Checking of all safety signage
- Coordination of fire equipment safety check and monitoring the good working order of all fire safety equipment
- Regular checking of smoke detectors
- Regular checking of filters and the cleaning for air-conditioning units
- Regular checking of air-conditioning via maintenance contract with professional tradespeople
- Regular inspection of ceiling, floors, paving, plumbing, paintwork, door hinges, hooks, locks
- Regular servicing of mowers and garden equipment
- Regular spraying of weeds and slashing for firebreaks
- Annual Bushfire preparedness of grounds
- Annual check of trees for felling / pruning. Trees with history of dropping limbs are removed
- Term by term audit of inside and outdoor areas.
- Appropriate maintenance to take place based upon this review.
- Coordination of the regular emptying of the grease trap
- Regular auditing of chemical storage and

### **Long-Term Maintenance**

Protection of the school's assets and safety of school staff and students requires a regular cycle of upkeep of school buildings, grounds, plant and equipment. As a guide this includes:

- Replacement of glass where necessary
- Furniture replacement where necessary
- Garden rehabilitation and re-vegetation
- Internal painting
- Powder coated finishes where necessary
- Repair and maintenance of walls, pathways, driveways, car-parks
- Repair and maintenance of Playground equipment

There will be an annual review of all:

- All buildings
- External painting and internal painting
- Floor coverings
- Notice boards and whiteboards
- Guttering and roofing

- Electrical wiring and fittings to maintain safety

### **Classroom Furniture and Fittings**

Melba College will seek feedback from staff on an annual basis regarding their requirements to ensure that we maintain contemporary engaging classrooms. As part of this, items such as rugs, fittings and furniture may be identified and renewed as part of the ongoing recurrent budget. This would typically occur in October each year as part of the budget formulation of the Recurrent Expenditure process for the following year.

### **Related policies**

- School Council and Contractors
- Student Resource Package Department resources

### **For more information see:**

- School Infrastructure’s
  - DET School Maintenance (public website)
  - DET School Maintenance (staff access only)
- School Maintenance System
- School Contract Cleaning

### **EVALUATION**

<b>Policy Reviewed by School Council</b>	<b>Person Responsible for Policy</b>	<b>Next School Council Review</b>
2019	Assistant Principal – Teaching and Learning	2022