

# Buildings and Grounds

## POLICY

### Rationale:

- Students and staff have the right to work and play in a school environment that is safe, secure, attractive and stimulating.

### Aims:

- To ensure that the school's buildings and surrounds are maintained and are further developed in a safe, secure and attractive manner.
- To monitor, update and implement both short and long term plans for buildings and grounds improvement.

### Implementation:

- School Council will appoint a "Buildings and Grounds" subcommittee, which will be known as the Facilities Committee. This committee will meet and report on issues and present recommendations relating to buildings and grounds matters at each School Council meeting.
- The Facilities Committee will be responsible for organising and implementing grounds maintenance contracts and rosters.
- This committee is required to consult the approved Master Plan prior to embarking upon any facilities or grounds improvement projects for the year.
- All matters associated with buildings maintenance, including audits, tenders and works associated with the Physical Resource Management System (PRMS) funding, will be coordinated by the Facilities Committee.
- This committee will coordinate major and minor projects funded either locally or by DE&T.
- All contracts, including cleaning, waste disposal and service contracts will be coordinated by this committee. As will any contracts for the hiring of premises or facilities.
- Submissions for additional facilities or disabilities and impairments resource submissions will also fall under the jurisdiction of the Facilities Committee.
- All contractors engaged to carry out work on behalf of the College must be inducted with the College's occupational health and safety policy and the contractor's handbook must be signed off to ensure all work is completed using sound worksafe practices.
- When making purchases on behalf of the college the college's purchasing policy should be followed.
- All new works should adhere to appropriate sustainability guidelines.
- This committee is actively encouraged to second extra members with additional expertise at times of major projects, engage consultants when desirable and is expected to work in close unison with the Finance sub-committee.

### Evaluation:

- This policy will be reviewed as part of the school's four-year review cycle.

This policy was last ratified by School Council in....

**February 2007**