



MAINTENANCE OF CATHOLIC SCHOOLS, COLLEGES AND SERVICES

Scope: This policy applies to all Catholic kindergartens, schools and colleges (referred to as Catholic schools in the document) conducted by Catholic Education - Diocese of Rockhampton (referred to as CEDR in the document).

1. POLICY STATEMENT

Catholic schools will develop and implement an integrated and cyclical maintenance program to address all planned statutory, condition based, backlog, preventative and unplanned maintenance.

2. DESCRIPTION

It is essential that Catholic schools care for and maintain the buildings, fittings, grounds and equipment entrusted to their care.

Maintenance must be understood as the actions necessary to prevent breakdown or failure of particular buildings, fittings, grounds or equipment. Catholic schools also must have regard to their duty of care and meet the requirements of the legislated statutory maintenance and manufacturer's warranties and service requirements.

The Catholic school has a duty of care to all authorised users of the school site and members of its community.

The maintenance of Catholic school facilities provides an economic means of maximising the useful life of the asset. Regular and planned attention to maintenance issues will minimise health and safety risks to users of facilities.



3. IMPLEMENTATION ISSUES

1. Catholic schools will document a maintenance plan using an appropriate maintenance management system (ICT based) as nominated by CEDR and supported by Building Services.
2. Catholic schools will budget annually for the planned maintenance of buildings, fittings, grounds and equipment informed by either an approved maintenance schedule, or a budget allocation of 0.7% of insured values of all buildings.
3. From time to time unplanned maintenance may be necessary. Such maintenance work may be beyond the scope of the documented maintenance plan. A budget allocation of 0.3% of insured values of all buildings will be provisioned annually for unplanned maintenance.
4. A rolling maintenance plan will be developed by the school in consultation with the Catholic Education Building Services team and the School Board. Data taken during asset maintenance audits which will be conducted annually, will form the basis of the rolling maintenance plan. These plans will be reviewed regularly.
5. Any unused annual budgeted maintenance funds will accumulate in cash reserves for future use.
6. Catholic schools will maintain records of insurances policies and warranties.

4. REFLECTION MATERIAL

CATHOLIC EDUCATION POLICIES AND DOCUMENTS

- [Annual Budget](#) 2019/05
- [Work Health and Safety](#) 2021/03
- *Delegations Framework* Version 2 January 2023