



St. Anne's

Primary School

60 KNEES ROAD, PARK ORCHARDS, VICTORIA 3114

POLICY: BUILDING AND GROUNDS

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 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:

- The Principal will collaborate with the School Advisory Council and the Capital Works and Maintenance Committee (when a sub committee is deemed necessary) relating to significant maintenance and improvements to buildings and grounds.
- The school will follow the Maintenance Schedule for Essential Services and comply with authorities annually.
- Capital expenditure over and above the current adopted budget will require a business case in consultation with the School Advisory Council.
- Contractors will be employed for cleaning, maintenance and repairs to school grounds and buildings.
- Items requiring maintenance or repairs will be listed in the Maintenance book, kept in the school office.
- The Principal will conduct a biannual review of all contracts e.g. cleaning, waste removal etc.

EVALUATION:

Evaluation of the Buildings and Grounds Policy will take place every four years or when necessary.

This policy was reviewed in 2022

The next review will be in 2025