

Building and Equipment Repairs and Maintenance

Part II Section B2

Policy statement.

We aim to provide a safe and secure environment through proper and immediate attention to all aspects of building and equipment repairs and maintenance.

Considerations.

National Standards Section 2.9 (Building cleanliness, maintenance and repairs).

Occupational Health and Safety Act.

Australian Standards for playground equipment.

Procedure.

- * Equipment will be chosen to meet the children's developmental needs and interest.
- * Buildings and equipment will be maintained in a safe, clean condition and in good repair at all times.
- * There will be no damaged plugs, sockets, power cords or extension cords.
- * All plug sockets shall be maintained as child safe.
- * Electrical appliances shall be in good working order and tagged accordingly by a licensed electrician.
- * Electrical circuit breakers will be installed and maintained.
- * Provision will be made in the budget for regular maintenance and repair work and for deferred costs of major capital repairs.
- * The committee will develop a list of fully licensed and insured trade persons, which is made available to the Coordinator. This list will be reviewed on an annual basis.
- * All contractors should have their own public liability insurance.
- * The Centre and equipment will be regularly checked to ensure that they are in a good and safe condition, comply with relevant Australian Standards and have appropriate soft-fall surfacing maintained.
- * Equipment will be regularly washed and cleaned.
- * Recycled craft materials will be checked for potential hazards.
- * Staff shall ensure safe handling of all tools, particularly sharp tools, if used as part of any activity.
- * Parents will be encouraged to notify staff of any problems they might observe.
- * Anything that requires maintenance is to be reported to the Coordinator as soon as possible.
- * Faulty equipment shall be removed or protection placed around any dangerous building sites.
- * A maintenance record will be kept that logs any maintenance that needs to be addressed.
- * For urgent repairs the Coordinator will organise a contractor/repair person to attend to the problem. The contractor will be chosen from a list that has been previously approved by the committee.
- * Non-urgent repairs will be recorded in the maintenance book. The Coordinator will note this in their report and bring it to the attention of the committee at the next meeting. The committee and Coordinator will organise to rectify the problem.
- * For major repairs (where possible) a minimum of three (3) quotes will be sought and reviewed by the committee who will make a decision on further course of action. The Coordinator or someone on the committee will obtain the quotes.
- * Maintenance reviews shall be done as part of the Coordinator's report at each meeting.
- * The Coordinator will give a review of works completed by any tradesman employed, for future reference.
- * It is the committee's responsibility, once the problem has been raised to ensure that it is rectified in the most efficient manner and that the Centre is safe for staff and clientele.
- * Should the Centre be considered unsafe or a health risk, the appropriate notice shall be given and the centre closed until such times as the problem has been rectified.

Reviewed and updated by committee on 31st March 2010