

Buildings and Grounds Policy 2016

Aims

- A. To maintain the buildings and grounds of the school on a day to day basis so they are:
 - 1. safe
 - 2. a clean, tidy and attractive environment to learn in.
- B. To make adjustments to the buildings and grounds to accommodate the needs of the current school community.
- C. To make capital improvements to the buildings and grounds as circumstances and opportunity arise.

Scope and Application

This policy is available on the school website and applies to:

- A. Employees
- B. Students
- C. Parents
- D. Community members
- E. Visitors to the school

Definitions

- A. **Busy Bee** - Scheduled event where parents complete maintenance tasks to take care of the school
- B. **Coordinator** – Parent who completes work for the school and receives payment towards tuition fees

Principles

- A. The maintenance of the buildings and grounds is a whole school community responsibility
- B. All members of the community are responsible for reporting any observed safety issues
- C. Parents contribute to the maintenance of the school through cleaning rosters and busy bees
- D. Coordinator positions will be offered to families as fee relief to complete tasks required maintain the school
- E. Participation levies will be applied to those families who do not participate in rosters
- F. Maintenance will be planned and scheduled to ensure hazards are addressed, repairs are completed in a timely fashion and capital projects for improving facilities are coordinated.

- G. Sub-committees may be formed to complete projects

Responsibilities

A. Council

1. Ensuring the overall safety of the buildings and grounds
2. Coordination of Capital Improvements
3. Coordination of subcommittees
4. Overseeing maintenance schedules
5. Approving, setting budget for Capital Projects
6. Setting budget for Maintenance and Repairs
7. Approving Coordinator positions annually based on budget
8. Grant Applications and acquittal

B. Coordinator

1. Response to day to day maintenance requests and Hazard reports
2. Liaison with Occupational Health and Safety Sub - Committee, Safety Representative, Maintenance Coordinator/s
3. Selection of Trades and Contractors for general maintenance and repairs outside the scope of the Maintenance Coordinator
4. Management of budget
5. Overseeing the Completion of Purchase Requests and payment
6. Scheduling and overseeing periodic maintenance agreements (pest, urinal, gutters, fire extinguisher, electrical testing)
7. Scheduling and planning of work for busy bees
8. Oversee Commercial Kitchen Registration
9. Assign parent Coordinator positions with regard to experience and financial need.

C. Bursar

1. Manage the purchase request, invoice and payment of trades and contractors
2. Registering Coordinator details on MYOB
3. Completing taxation forms for Coordinators
4. Application of Coordinator payments to school fees
5. Invoicing Levies to families who do not participate
6. Grant acquittals

Administration Assistant

1. Maintenance of the Office Environment
2. Scheduling and communicating Cleaning rosters to parents
3. Oversight of the completion of cleaning by Parents and Cleaning Coordinators
4. Coordination of timesheets for Coordinators
5. Provide records of participation at Busy Bees, Cleaning and Kitchen rosters to Bursar
6. Order cleaning supplies

D. Occupational Health and Safety Sub-Committee

1. Prepare report of maintenance and hazard reports for Council
2. Respond to Hazard Reports
3. Schedule maintenance
4. Maintain active records of maintenance completed
5. Record Minutes of meetings

E. Maintenance Coordinator/s

1. Review Hazard reports in conjunction with OHS Sub-committee
2. Complete Maintenance tasks as directed by the OHS Sub-Committee
3. Complete maintenance schedule documentation
4. Prepare report on Maintenance completed
5. Complete Timesheet

F. Internal Maintenance Coordinator

1. Complete internal maintenance as directed by the Coordinator
2. Perform regular audits of First Aid equipment
3. Purchase First Aid equipment
4. Manage Lost property
5. Complete Timesheet
6. Complete record of tasks completed

G. Cleaning Coordinator/s

1. Inform Administration Assistant if cleaning supplies run out
2. Complete Timesheet
3. Complete checklist of tasks

H. Kitchen Coordinator/s

1. Oversee the safe Food handling procedures within the kitchen
2. Maintain the Kitchen and Pantry

3. Replace all expired food items
4. Replenish pantry items once used
5. Completing timesheet
6. Completing records of participation of all families and submitting list to Admin Assistant/Bursar for invoicing where required

I. Teaching Staff

1. Supervise students actively to ensure that hazards are addressed prior to causing injury
2. Maintaining their classroom environment and shared teaching areas
3. Reporting Hazards
4. Contribute to safety audits

J. Parents

1. Actively contribute to the maintenance of the school through participation in rosters
2. Report Hazards
3. Pay levies by the due date if participation was not registered
4. Participating on rostered days for Cleaning and Kitchen
5. Organising a replacement in the event that they are unavailable
6. Completing records of participation for busy Bees, Kitchen and Cleaning rosters

K. Students

1. Clean and tidy the school environment, under the direction of teachers.
2. Use materials sparingly and for their intended purpose

Related Legislation

- A. Occupational Safety and Health Act 1984
- B. Occupational Safety and Health Regulations 1996
- C. Code of Practice on Occupational Safety and Health in the Western Australian
- D. School Education Act 1999
- E. School Education Regulations, 2000

Related Kerry Street Documentation

- A. Policies including:
 1. Occupational Health and Safety policy
 2. Duty of Care Policy
 3. Supervision Policy

- B. Constitution
- C. Organisation Chart
- D. Hazard Report
- E. Cleaning Checklists
- F. Kitchen Induction documents
- G. Timesheets
- H. Asbestos testing report

Contact Person

Enquires relating to this policy should be directed to the School Coordinator or Council President.

Breaches of this Policy

Any breach of this policy may result in disciplinary action up to and including termination.

Attachments

- A. Procedures
- B. Cleaning Checklists
- C. Kitchen Checklist
- D. Hazardous Materials Registry

Authorisation and Review

- A. This policy was read, discussed, amended and authorised by the Kerry Street Community School Council on 12/1/05
- B. Policy reviewed by meeting of staff and council on 13/1/06.
- C. Reviewed Sept 2012
- D. Reviewed September 2016
- E. To be reviewed December 2017

Helen Sugars Duff

Building and Grounds 2016 – Attachment A

Procedures

Pack Up

- A. Once a day the students do "pack up", where they are organised into groups to clean and/or tidy part of the school environment.
- B. Teaching staff are responsible for organising and supervising pack up.

School Cleaning

- A. The Cleaning Coordinator positions are responsible for Cleaning on Mondays and Thursdays
- B. A roster is made up of parents who complete the same tasks as the cleaning company on Tuesdays and Thursdays. For as many weeks as parents can fulfill this role, we suspend the cleaning company.
- C. The school is cleaned on a Sunday every week.
- D. Once the Parent cleaning roster has expired, the Cleaning company is engaged for 3 cleans a week by a cleaning company.
- E. Every week, the school is cleaned 5 times.

Kitchen Lunch Roster

- A. The kitchen coordinator makes the roster.
- B. Parents are rostered to cook school lunch 4 days a week.
- C. Parents are responsible for following the Kitchen cleaning and food-handling checklist.

Busy Bees

- A. The Coordinator is delegated the responsibility for organising busy bees by the council.
- B. The busy bees may be for a specific purpose, such as laying a new lawn, or may be for general cleaning and maintenance.
- C. They are held once or twice a term, as desired.
- D. All parents are expected to attend at least each busy bee or contribute at an alternate time.

Gardens and Grounds

- A. Occupational Health and Safety Sub-Committee oversee Maintenance. *Refer to Occupational Health and Safety Policy*

- B.** The maintenance of the gardens is something that parents over the years have very generously contributed to.
- C.** Part of the work is done at busy bees but much is done by parents on a regular basis, including sweeping, weeding, mowing the lawn, maintaining the reticulation, planting and watering. All parents are welcomed and encouraged to contribute to the school in this way.
- D.** From time to time, subcommittees will be formed to accomplish more major tasks or to organise parent input.
- E.** Playground equipment is the responsibility of council, or for non-capital items, the teaching staff, as part of the teacher resources budget.

Improvements

- A.** All capital improvements or major changes in the environment will be approved by council.
- B.** A subcommittee may be formed to carry out the organisation and/or work if desired.
- C.** Grants may be sought for financial assistance.

Hazard Management

- A.** A Hazardous Materials Registry is kept (see Attachment A).
- B.** Students are not permitted access to hazardous materials without supervision.
- C.** All hazardous materials are stored safely.

Building and Grounds 2016 – Attachment B

Kitchen Checklist

KITCHEN CLEANING AND FOOD-HANDLING CHECKLIST

Parent name _____ Date ___/___/2016

What's for lunch today:

Ingredients/Recipe:

Before starting cooking

- Wear an apron – hanging in pantry.
- Wear gloves (see 1 on previous page) – if handling food.
- Wear a hairnet, a cap or a bandana (in pantry).
- Wash your hands (see 2 on previous page).
- Use disposable paper towel to dry up your hands not cloths.
- Remind to always cover food and close the back door.
- Prepare food in food sink.

During lunch serving

- Remind children to wash hands before lining up.
- Check for dietary issue (Vegetarian, Vegan and allergy lists).
- Provide basin and soapy water for children to rinse dishes.

After lunch

- Store food in the refrigerator or freezer (see 3 on previous page).
- Clean benches – using light blue kitchen clothes.
- Clean dishes – in dishes sink.
- Clean hand basin
- Clean food prep sink
- Clean dish sink
- Clean stove top
- Clean microwave
- Sweep floor
- Mop floor

Signature

Building and Grounds 2016 – Attachment C

Cleaning Checklist

Week: _____

Cleaning Coordinator – Weekly Check list

Term: _____, 201

Monday

Date: _____

- Clean Staff Toilet, Sink & Floor
- Clean Girls Toilet & Floor
- Clean Boys Toilet, Urinal, Sink & Floor
- Clean Girls toilet in Hall - Toilet, Sink & Floor
- Clean Unisex Toilet in Hall - Toilet, Sink & Floor
- Check that all floors in wet areas are clean / mop all floors in wet areas
- Mop kitchen area & clean hand washing sink
- Vacuum carpeted areas (library and entrance)

Signed: _____

Cleaning Coordinator (Cleaned)

Admin Assistant (Checked)

Wednesday

Date: _____

- Clean Staff Toilet, Sink & Floor
- Clean Girls Toilet & Floor
- Clean Boys Toilet, Urinal, Sink & Floor
- Clean Girls toilet in Hall - Toilet, Sink & Floor
- Clean Unisex Toilet in Hall - Toilet, Sink & Floor
- Check that all floors in wet areas are clean / mop all floors in wet areas
- Mop kitchen area & clean hand washing sink
- Vacuum carpeted areas (library and entrance)

Signed: _____

Cleaning Coordinator (Cleaned)

Admin Assistant (Checked)

Cleaning Roster – Term 3 – 2016

Date _____

Cleaners: _____

Cleaning duties are done on Tuesday & Thursday of the week.

Tuesday cleaning includes:

- Emptying bins and re-lining them
- Vacuuming all carpets
- Mopping all floors
- Wiping student tables
- Cleaning toilets (including Hall)
- Cleaning kitchen
- Sweeping hall

Thursday cleaning includes:

- Emptying bins and re-lining them
- Vacuuming carpets
- Mopping all floors
- Cleaning toilets (including hall)
- Cleaning kitchen
- If needed: sweep front patio

All cleaning products are in the cleaning cupboard, If you find that we are low or missing products, please let Sally know, so they can be replenished.

When working together well, cleaning can be done within 1 hour or so.

Have fun!

Cleaning Roster – Term 4 – 2016

Cleaning duties MUST done on Tuesday & Thursday of the week.

Tuesday cleaning includes:

- Vacuuming all carpets
- Mopping hard floors
- Wiping student tables
- Cleaning toilets
- Sweep and mop kitchen
- Emptying bins and re-lining them
- If needed: sweeping hall & cleaning toilets

Thursday cleaning includes:

- Emptying bins
- Vacuuming carpets
- Clean toilets
- Mop wet areas
- Check hall toilets/floors – clean as required

All cleaning products are in the cleaning cupboard, if you find that we are low or missing products, please let the cleaning coordinator (Kylie or Annie) know, so they can be replenished.

When working together well, cleaning can be done within 1 hour on Tuesday and less than 1 hour on Thursday.

Have fun!

Week 1 (10/10 – 14/10)	Wk 2 (17/10 – 21/10)	Wk 3 (24/10 – 28/10)	Wk 4 (31/10 – 04/11)	Wk 5 (07/10 – 11/10)
Tania Ivey	Abheeti	Kim + Gary		
Jen Neilson	Allie			
Sheree				

Wk 6 14/11 – 18/11)	Wk 7 (21/11 – 25/11)	Wk 8 (28/11 – 02/12)	Wk 9 (05/12 – 09/12)
Como Cleaning	Como Cleaning	Como Cleaning	Como Cleaning

PLEASE ENSURE YOU SIGN THE CHECKLIST FORM AFTER YOU FINISH YOUR CLEANING.

IF YOU FORGET OR SIMPLY DO NOT TURN UP FOR YOUR CLEANING DAYS YOU WILL BE INVOICED THE LEVY OF \$30 PER DAY.

	Kevin + Miriam	Firzana	Wanda	Kylie
	Annie	Serena + Fabio	Fanja	
Tlalit		Nina		Emily

Building and Grounds 2016 – Attachment D

Hazardous Materials Registry

Asbestos

1. Ceiling in boy's toilet contains asbestos.
2. Anyone doing work at the school will be informed of the asbestos contained in the ceiling before quoting for or carrying out work related to moving or cutting the ceiling.
3. The back fence contains asbestos and will be removed with building program in 2016..

Cleaning Materials

1. Cleaning materials used will be the safest practicable for both humans and the environment.
2. Concentrated cleaning materials are stored in the locked cleaning cupboard, which is not accessed by students.
3. Products used by children are, as far as possible, diluted and safe for their use.
4. Students are instructed in the use of hazardous cleaning materials, eg, dishwasher detergent.
5. A file displaying Material Safety Data Sheets for toxic or ingestible substances is kept in the office.
6. Each chemical has a corresponding number assigned to the Safety Data Sheet and is clearly displayed on the chemical to aid in locating correct safety information in the event of an emergency

Other Hazardous Materials

1. Materials for example paint, glue and tools are stored in the shed and storeroom and are not accessed by students without adult supervision.
2. Material Safety Data Sheets will be collated for materials used throughout the school. e.g children's paints, glues and art products as well as maintenance products.

Sharp Knives

1. We do not consider it desirable to ban students from using sharp knives, for example during cooking or art. However, bladed knives are kept out of reach of young children and all students using knives will be supervised.