



GOLDEN GROVE PRIMARY & PRE-PRIMARY SCHOOL

Stuart Road, Rondebosch, 7700

Telephone: 021 674-2155

E-mail: admin@ggps.co.za / postmaster@ggps.co.za

Website: www.ggps.co.za

MAINTENANCE POLICY

Date Reviewed: 14 FEBRUARY 2020

Date Updated: 14 FEBRUARY 2020

Date Approved: 18 FEBRUARY 2020

1. Purpose of the policy

This document constitutes the grounds and buildings policy of Golden Grove Primary School, (hereinafter referred to as 'the school').

The purpose of the Maintenance Policy is to provide guidelines for achieving a clean, orderly, safe, cost effective, and instructionally supportive premises that enhances/supports the core functions of the school. Effective school maintenance protects assets / capital investment, ensures the health and safety of the learners and supports educational performance. The consequences of good school maintenance, affect teaching and learning, student and staff health, day-to-day building operations, and the long-range fiscal outlook of the school.

2. Legislative Framework

The policy recognises the fundamental values in the Constitution of the Republic of South Africa 108 of 1996, as well as the applicable provisions of the South African Schools Act 84 of 1996 (hereinafter "SASA").

The Occupational Health and Safety Act

The South African Schools Act

WCED Policies for School Safety

3. Responsibility

The school governing body, in collaboration with the Principal are responsible for the maintenance of the school building and grounds. Routine as well as unexpected maintenance demands are bound to happen and the school governing body must proactively develop and implement plans for dealing with these inevitabilities.

Section 20 of SASA defines several functions and competencies that apply to all governing bodies for the maintenance and improvement of the school building and grounds:

- The grounds and buildings committee of the governing body is responsible for the maintenance of the property. The maintenance of the buildings, grounds and facilities is aimed at countering the structural deterioration of the school complex, keeping the buildings, grounds and facilities in a satisfactory condition, and ensuring that the school complex is aesthetically pleasing.
- The annual budget includes an amount earmarked for maintenance, which must be utilised to rehabilitate those parts of the school complex that show signs of decay. Parents are expected to approve this amount at the annual budget meeting.
- Sound financial management shall be applied throughout, and no overspending on this budget item shall be permitted without the prior approval of the full governing body.
- The maintenance amount must be optimally utilised to ensure that the school complex is in the best possible condition.
- Regular inspections of the school complex, facilities, machines, vehicles and gardening equipment (weekly SMT and Termly SGB) must occur in order to identify spots of decay/deterioration and to

compile a repair schedule. The grounds and buildings committee must compile a roster according to which these inspections should be carried out.

- The maintenance needs of the school complex must be prioritised annually for the most urgent matters to be dealt with first.
- Periodic surveys of the maintenance needs pertaining to the buildings, grounds, machines, vehicles and gardening equipment must be conducted.
- The safety of all electrical installations must be checked and ensured.
- A resolution on securing the buildings and grounds must be adopted and implemented.
- A resolution on the corporate image (colour scheme) of the school complex must be adopted with the governing body's concurrence.
- The insurance needs of the school must be determined, and all facilities must be insured at replacement value, as far as possible.
- The maintenance of the school complex includes the following:
 - Maintenance of all buildings
 - Regular cleaning of gutters
 - Maintenance of the grounds and gardens
 - Maintenance of all sports equipment, fields and facilities
 - Pruning and trimming of trees
 - Clearing garden refuse
 - Removing all dead plant material, garden refuse and waste from the grounds
 - Immediate attention to broken items
 - Swift repair of hazardous items, such as broken windows
 - Keeping the area round the outside of the school clean
 - Maintenance of the school fence
 - Insuring the buildings and facilities
 - Securing the buildings and facilities
 - Maintenance of fire extinguishers and hydrants

The responsibility/maintenance of the school building and grounds also ultimately lies with all who make up the school community – Staff (Maintenance Committee, Teachers, SGB) Learners and Parents. Refer to Annexure A for a set of rules for Staff, Learners and Parents who use the school building and grounds.



4. Definitions

- a. Buildings refer to all built structures, whether permanent or temporary, used to house staff or learners and used for the activities of the school.
- b. Grounds refer to outdoor areas, landscaping, play equipment, playgrounds or car parks.
- c. SASA refers to South African Schools Act
- d. Maintenance:

4.1. GENERAL PREVENTATIVE MAINTENANCE/ESSENTIAL/STATUTORY MAINTENANCE: This applies to preventative and condition based maintenance, where legislation, regulations, standards and Code of Conduct may require specific forms of maintenance to be carried out, that is recurrent in nature, required to keep systems operational and safe, to provide the minimum form of maintenance required. General preventative maintenance is conducted via periodic inspections and preventative maintenance action and this includes those steps which contribute to the continued effective life of a school building and grounds, even though the school building and grounds does not pose a threat to life or health. The following operational items/systems are included, but not limited to:

- Repainting external and internal surfaces.
- Reviewing and/or upgrading all specialist function areas.
- Servicing and/or upgrading water supply services.
- Monitoring the water consumption to ensure that there is no possibility of underground leakage which may cause subsidence or excessive bills for consumption.
- Roofs, gutters and downpipes, these elements should be cleaned regularly and be kept free of leaves, debris or other blockages.
- Toilets and plumbing, servicing and/or upgrading of the sewage system. The state of toilets and plumbing is often a matter of concern for the school management, since they may be subjected to a variety of causes such as:
 - Wash-basin taps left running with the plug in position.
 - Sewage disposal pipes are blocked because toilets are not flushed regularly and various other materials other than toilet paper are used and a variety of unacceptable items disposed of through the sewerage system.
 - Toilet systems are deliberately damaged or vandalized and used even though they are inoperative.
 - Taps, pipes, toilet seats and flaps, mirrors, towel rails, door locks and even doors are continually stolen; and walls are defaced by graffiti.
 - Sewage disposal: any malfunctioning of the sewage disposal system must receive urgent attention. Apart from its unpleasantness, it may spread bacteriological infections, often taking on epidemic proportions. A malfunction can be so serious that, if an immediate remedy is not available the consequences may warrant the temporary closure of the school, often at a most inconvenient time.

- Storm and rainwater disposal/ Servicing and/or upgrading of the storm water system: the control and monitoring of storm and rain water disposal in buildings, especially long blocks and or multi-storey buildings is essential. If water finds its way down to a building's foundations and footings during a period of rainfall, it can and often does settle in a very limited area, resulting in cracks in the superstructure. These cracks may develop to such an extent that areas of a building become potentially life threatening. It is important to regularly check that storm water drains are not blocked in any way and that gutters and downpipes are clean and serviceable. During a rainy period, it is important to observe whether the water runoff presents a potential hazard, so that precautionary measures may be taken timeously.
- Face-brick surfaces: Certain aspects require fairly frequent maintenance and/or repair. Subsidence can cause cracks in walls which can become dangerous and must be sealed or otherwise attended to, depending on the nature of the cracks. Often poorly pointed joints do weather, especially the perpendicular joints (perpend). This permits water penetration with consequent deterioration of the inner plaster and paintwork. Check these joints during the dry season or when something is clearly amiss. Affected pointings should be scraped out and repointed. Only skilled tradesmen should be allowed to do this.
- Fire-fighting equipment: "Dry chemical powder" (DCP) pressure cylinders should be kept under strict control on an annual contract basis. Suppliers should ensure that the cylinders are serviceable at all times. Should the fire-fighting equipment differ from DCP's it should be tested regularly to ensure its effectiveness.
- Windows: the state of windows requires regular checking since the following aspects need to be observed:
 - Is the putty at the front and back still intact?
 - Are all the panes intact?
 - Are the catch handles and stays (peg or other) still serviceable?
 - Do the window heads, reveals and sills still seal effectively?
 - Is any surface rusted?
- Doors and locks: are subjected to heavy use and consequent wear and tear which necessitates vigilant attention. Normal wear and tear apart, vandalism has also become a cause for concern and suitable preventative measures should be taken. For example, door hinges and locking mechanisms should be properly oiled at regular intervals.
- Floor surfaces: floor surfaces vary and therefore require different forms of maintenance,
 - Poly Vinyl Chloride (PVC) tiled surfaces should be cleaned with an approved detergent, not polished with a wax polish or other form of treatment that contains an element which dissolves the tile adhesive;
 - Terrazzo tiled surfaces should preferably be treated with an approved sealer only, simply cleaning them with an approved detergent will also suffice;

- Granolithic floor surfaces should preferably be treated with an approved sealer only, but simply cleaning them with an approved detergent will also suffice. Do not apply wax or any other substance that can make the surface slippery. If cracks occur other than in the deliberate V joints they should be filled with an epoxy filler. Alternatively, the screed between the bordering v-joints may be removed by a qualified tradesman and re-screeded.
- Wall surfaces (other than face-brick): may vary in both rendering and finishes. Observe all latent defects, as well as defects caused accidentally or through abuse.
- Ceilings: require little or no maintenance, however, dust that settles on top of the ceilings may cause over time soil marks on the bottom of the ceiling accentuating the branding to which the ceiling is fixed. Water marks, caused by leaks in the roof may also occur. Should that happen the cause (a possible roof leak) must be immediately found and rectified.
- Site-works (including paved areas): includes entrance and other boundary gates, perimeter and other fencing, all playing fields, paved areas, parking, assembly areas, quadrangles, learner walking areas and covered passages. Paved areas, regardless of the surface material, require hosing down with water only. Bear in mind that water is good for cement and concrete, and prevents cracking as a result of extreme weather conditions. Grass covered sports fields require extensive care and maintenance. Their condition will depend largely on the financial position of the school.
- Covered passages (other than floor surfaces): Covered passages are subject to natural weathering, damage to columns and roofs and possible graffiti. What must be carefully monitored, is willful and undisciplined behaviour, such as walking and running on galvanized sheet iron roofing, as this damages and bends the sheet iron covering. This may also occur when tradesmen walk on the roof without taking care to walk on those areas directly supported by beams only. Nobody should be allowed to walk on galvanized sheet iron roofing unless they walk on those areas specifically supported by beams.
- Fixtures and appliances: the Department provides/the school has a number of fixtures and appliances for/that are used in the school buildings and grounds. These include shelving for some storerooms and some classrooms, libraries, cleaners' stores, kitchenettes, laboratories, resource centres, typing classrooms, etc. Other areas also have cupboards and cabinets all of which are purpose made. Because of their construction these units may be subject to abuse. Not only are they costly to replace, but functioning without them hampers various school activities.
- Electrical installations: servicing and/or upgrading of the electrical and intercom systems. Theft of electrical wires and fittings is on the increase. All such installations, including the intercom should therefore be closely monitored. This requires the regular checking of unused areas of the school complex.



- **DAY TO DAY EMERGENCY MAINTENANCE/UNFORESEEN MAINTENANCE:** As the name implies, day to day maintenance/work that cannot be anticipated, usually as a result of a breakdown, accident or vandalism, which is essential for Health, Safety and Security. It includes but is not limited to daily running repairs, for example, replacing light bulbs, repairing leaking taps, cleaning blocked drains, repairing locks and door handles and other minor repairs.
 - o Toilet blockages, blocked drains from storm water or sewerage.
 - o Water leakages, e.g. leaking water pipes, taps, toilets, geysers, valves and cisterns.
 - o Electrical hazards, exposed electrical wires.
 - o Theft and vandalism-outside school hours.
 - o Freak conditions, e.g minor storm damage, riots or vehicle accidents.
- **PLANNED MAINTENANCE:** Refers to work that has been identified through asset inspection and assessment procedures required to be undertaken to preserve the building, including but not limited to:
 - o Painting previously painted surfaces.
 - o Replacement of floor coverings.
 - o Replacement of furniture.
 - o Replacement of writing and notice boards.
 - o Gutter cleaning.
 - o Major repair or restoration to the building (e.g. roof replacement).

5. Maintenance Committee

The Principal and SGB should decide on/appoint a Maintenance Committee. The committee must plan to meet the challenges of effective buildings and ground maintenance. The consequences of good school maintenance affect teaching and learning, learner and staff health, day-to-day building operations, and the long-range fiscal outlook of the school.

The SGB/Principal/Maintenance Committee must decide on the frequency and type of inspections. Manufacturers' operations and maintenance manuals are a good place to start when developing a preventive maintenance schedule; they usually provide guidelines about the frequency of preventive service, as well as a complete list of items that must be maintained. When planning preventive maintenance, the Maintenance Committee should consider how to most efficiently schedule the work- i.e., concurrently with academic breaks or other planned work. Whereas emergency events demand immediate attention whenever they occur, preventive maintenance activities can be scheduled at a convenient time. Because a rigorous preventive maintenance system results in fewer emergency events, it tends to reduce disruptions to the school schedule. The maintenance plan should contain check-lists for inspections and preventative maintenance actions that should take place at weekly, monthly and yearly intervals.

The Maintenance Committee should keep records of maintenance inspections, actions taken to rectify any faults found and the cost of putting them right. A system should also be put in place for reporting

to the district education authorities more serious problems that cannot be dealt with by the school or community to the district education.

The Maintenance Committee should prepare a set of rules for staff, learners and parents using the facilities and display these prominently (Annexure B). Staff should ensure that learners follow these rules. An action list should also be displayed prominently to remind staff and pupils of the regular maintenance and cleaning actions required of them. It must be emphasized that action must be taken as soon as a problem is discovered. Small problems that can be easily dealt with will become much larger problems that will be difficult and expensive to deal with if they are not resolved quickly.

6. Maintenance Planning

The Maintenance Committee should develop a maintenance plan, be updated annually and signed off by the SGB. The annual plan will show:

- What parts of the school will require maintenance or replacement that year.
- The level of priority of each maintenance item, the cost of each item and who will do each job and when.
- A budget based on the maintenance plan showing what expenditure will be required that year.

The maintenance plan should contain check-lists for inspections (see Annexures) and preventative maintenance actions that should take place at weekly, monthly and yearly intervals.

The Maintenance Committee should keep records of maintenance inspections, actions taken to rectify any faults found and the cost of putting them right. A system should also be put in place for reporting to the district education authorities more serious problems that cannot be dealt with by the school or community to the district education.

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Maintenance Policy Annexures

Annexure A

Responsibility

The responsibility of school building and grounds maintenance ultimately lies with all who make up the school community. The Maintenance Committee should prepare a set of rules for staff, learners and parents who use the school building and grounds. The rules should be displayed and staff should ensure that learners follow these rules.

An action list should also be displayed prominently to remind staff and pupils of the regular maintenance and cleaning actions required of them. It must be emphasized that action must be taken as soon as a problem is discovered. Small problems that can be easily dealt with will become much larger problems that will be difficult and expensive to deal with if they are not resolved quickly.

Please adhere to the following rules pertaining to use of the school building and grounds –

Maintenance Committee:

- Need to understand a wide range of buildings operations and issues.
- Need to receive training to improve their knowledge and skills related to buildings maintenance.
- Need to inform the school, Principal and SGB about building operations.
- Need to teach other staff how they can help with building and grounds maintenance.
- Need to appreciate that building and grounds maintenance decision-making is influenced by instructional needs.

Teachers:

- Recognise that building and grounds maintenance supports learning.
- Educate learners about how to treat school buildings appropriately.
- Communicate their expectations for building and grounds maintenance as they relate to enhancing learning.
- Treat buildings with respect.

Learners:

- See the school building and grounds as their learning environment.
- Treat building and grounds with respect.

Parents:

- Recognise that the school building and grounds are used as the learning environment for future citizens and leaders.
- Respect the decision-making process with regards to the use and maintenance of the school building and grounds.
- Contribute to the decision-making process for the school building and grounds maintenance, as requested.
- Consent to the financial obligations associated with effective maintenance of the school building and grounds.

Annexure B

General rules for those using the school:

The Maintenance Committee should in collaboration with the parents and SGB develop a list of rules pertaining to the use of the facility. Below is a proposed list of rules for those using the school that should be prominently displayed and enforced. These rules will help keep the school clean and well looked after and make the school more inviting for the learners and more conducive to effective learning. The Maintenance Committee can add further rules as required.

- ✓ Keep all rooms clean and tidy.
- ✓ Keep the buildings locked when not in use.
- ✓ Do not lean on walls.
- ✓ Do not write on walls.
- ✓ Keep furniture away from walls.
- ✓ Do not throw rubbish on the floor or around the building; all rubbish should be put into rubbish.
- ✓ Do not stack anything against external walls (either inside or outside).
- ✓ Do not use toilets when water is not available.
- ✓ Do not throw anything down toilets or sinks.
- ✓ Always turn off taps so that they do not drip.
- ✓ Open and close water taps carefully and do not force them either way.
- ✓ Always turn off lights when not needed.
- ✓ Do not slam doors and windows; shut them carefully.
- ✓ Do not throw stones or other objects or kick balls onto roofs, especially tiled roofs as this will cause leaks.
- ✓ Do not hammer nails into walls; if hooks are required, get a carpenter to fix a length of wood to the wall and screw hooks into this.
- ✓ Keep animals out of the school grounds where possible.
- ✓ Do not wash clothes or pots near clean water storage (where applicable)
- ✓ Keep drinking/clean water storage tanks (where applicable) covered.

Report all problems with buildings or school grounds to a member of the Maintenance Committee or The Principal.

- Action Taken
- Check complete electrical installation
- Check chalkboards and other fittings
- Check furniture

ANNUAL MAINTENANCE CHECKS: BUILDINGS INTERNAL

BUILDING:

Maintenance Item	Responsibility	Problem	Action Taken
Check ceilings			
Check roof structure			
Check floors			
Check skirtings			
Check doors, frames and hardware			
Check windows, frames and hardware			
Check any shutters			
Check toilets			
Check floor drains, wash-basins and sinks			
Check water tanks			

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