

# Maintenance

## Policy

College buildings will meet BCA standards at the time of approval to build. College buildings will be safe for educational purposes.

## Procedure – Identifying Changes to the Building Requirements

1. The Principal will be advised by BOSTES or the Singleton Council if there are relevant changes to building requirements on site.
2. The Principal will seek advise if necessary.

## Procedure – Assessing & Monitoring the Building Maintenance

1. Where appropriate, the Principal will record suggestions and issues raised by members of staff or the school community.
2. The Principal will record an annual list of maintenance items for approval by the Group CEO for repair and maintenance.
3. The Principal will consult with the Group CEO if there are immediate issues relating to repairs and maintenance.

## Procedure – Making Repairs

1. The Principal will delegate approved repairs as necessary.
2. Repairs will be addressed as per the annual list of maintenance items.

## Version

2.0

## Review

2016 or as required