



A School Partnership In Rural England

Motto : ‘ **We Aspire to Inspire**’

**Our Values** – using the initials of the names of the schools.

**K** – Kindness

**U** – Understanding

**P** – Patience

**H** – Honesty

**L** – Love

**B** – Boldness

## **Building and Maintenance Policy**

### **Document History**

Original KULB Policy reviewed and adapted for ASPIRE Wide Use January 2020

Approved by Federation GB 14 January 2020

Policy reviewed January 2021, approved by Federation GB 19 January 2021

Policy reviewed January 2022, approved by Federation GB 25 January 2022

*The term ‘school’ refers to the schools in the ASPIRE Federation: Kingswood Primary, Ulcombe CE Primary, Platts Heath Primary and Leeds and Broomfield CE Primary. The term may refer to them jointly or individually.*

At our two Church of England schools this policy will be delivered through strong links made to our Christian values:

**Leeds and Broomfield Church of England Primary School**

*“As many hands build a house, so many hearts make a school.”*

*(Matthew Ch 7 24-27)*

**RESPECT      RESILIENCE      EMPATHY      CURIOSITY      HONESTY**

At Leeds and Broomfield we build strong foundations for the children, staff and all stakeholders to learn, flourish and fill their hearts with God’s love. Everyone is important valued and needed to make Leeds and Broomfield grow. We give a quality all round education which develops the whole child; If the rain came we would not fall down. Our school Christian Values support the development of the children and all within the school and local community. In the spirit of our vision and values all pupils are included, valued and respected. We support the pupils in talking about their feelings and giving them strategies in order to cope and survive in life today.

**Ulcombe Church of England Primary School**

*“Unity and diversity in the body – one body, many members.”*

*(Corinthians Ch 12 12-27)*

**HOPE      RESPECT      ENDURANCE      TRUST**

At Ulcombe Church of England Primary School endurance plays an important role in both our social learning and cultural ethos, where children aspire to be the best they can be. Diversity is the key to our curriculum and opportunities to progress and succeed both academically and as individuals are provided – many members working in unity with respect for each other. Hope is at the heart of our school community and is explicitly shown by both children and adults in our school, regardless of where the path of life leads them. Through God’s love and trust each individual learns the skills important for them but also adds value to the community as a whole.

We are Ulcombe Church of England Primary School and each one of us is a part of it!

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**WHAT IS MAINTNANCE?**

The maintenance of facilities is about:

- Resource management
- Providing a safe environment for children and staff
- Creating a physical environment that is conducive to learning.

Maintenance is the combination of all technical and associated administrative actions intended to retain an asset in or bring it to a state in which it can perform its required function. It therefore concerns the servicing, repair and renewal of the various elements that make up school premises.

**WHAT IS ADEQUATE STANDARD?**

This will depend on the life-cycle and maintenance requirements of the materials used to construct the premises (e.g. the roof coverings, the floor finishings, and the mechanical and electrical plant). It is important to know the building and to have an asset management plan which reflects the performance and maintenance requirements of the elements referring to suppliers' and manufacturers' guidance. We will develop a process that enables the school to prioritise work appropriately.

**WHAT ARE THE LEGAL REQUIREMENTS OF SCHOOLS MAINTAINING THEIR PREMISES AND OTHER ASSETS?**

In the case of most local authority maintained schools, the school's premises, including its land and buildings will not be owned by the school itself. The role of the school is to act as the responsible custodian of these premises.

**WHAT ARE THE KEY BENEFITS OF MAINTAINING SCHOOL PREMISES AND ASSETS TO AN ADEQUATE STANDARD?**

- Ensures school premises are kept in good working order and continue to be available to meet users' needs i.e. continue to perform their required function.
- Makes best use of the premises so that they provide a safe school environment for learning.
- Reduces the need for urgent replacement which is likely to be more expensive.
- Reduces the risk of schools needing to close for urgent health and safety works.
- Maximises value for the public purse by reducing the need for premises to be replaced early due to the lack of a coordinated asset management plan.

**GOOD PRACTISE**

The school will have an asset management plan, which includes a strategy for developing, adapting and eventually replacing buildings, which is part of the school's overall planning for delivery of education. The assessment of maintenance priorities will be in the context of this broader planning so that, for instance, a decision to invest in a major maintenance project would take into account the residual life of the building. The asset management plan will include a costed maintenance programme which will contain:

- service contracts in place for building service installations and plant (the mechanical and electrical equipment);

- a programme of planned maintenance projects; and
- a system of managing day to day repairs.

Maintenance work is often categorised as follows:

- **Reactive** – this is neither planned nor cyclical, e.g. failure of a component, vandalism or accidental damage e.g. broken window repair, unblocking drains.
- **Planned Preventative** – these are planned, routine works where annual costs can realistically be estimated e.g. changing filters on a boiler, painting fencing.
- **Lifecycle** – these can be planned and programmed at a future point in time to replace elements/components of a facility, e.g. boiler or roof.

The Board of Governors will ensure that maintenance work is undertaken to prevent the deterioration of the building and the emergence of health and safety hazards, including managing asbestos. The maintenance programme will look forward e.g. for five years and will be updated regularly, at least annually. Planned preventative maintenance will help avoid failures of equipment or technical systems that then require reactive maintenance. The school will aim to minimise the amount of work that is reactive.

The school will ensure that best value for money for expenditure on maintenance by exploring jointly procuring services with other schools, and looking into 'buy back' schemes run by local authorities and others that might offer better value than managing maintenance at an individual school level.

### **STATUTORY INSPECTIONS**

The school will undertake statutory building inspections, including:

- Five yearly electrical inspections and testing
- Annual electrical inspection and testing of kitchens
- Statutory inspection and testing of fire alarm systems
- Routine inspection and testing of emergency lighting
- Regular inspection of lifts (if applicable)
- Annual inspection and service of fixed gas heating appliances and fan convectors
- Inspection and servicing of gas/oil boilers

### **GENERAL RULES FOR THOSE USING THE SCHOOL**

This is a list of rules for those using the school. These rules will help keep the school clean and well looked after; they will make the school more inviting for the children and more conducive to effective learning.

- Keep all rooms clean and tidy.
- Keep the buildings locked when not in use.
- 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 bins or burned.
- Do not stack anything against external walls (either inside or outside) as this could encourage damp.
- 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.
- Always turn off lights when not needed.
- Do not slam doors and windows; shut them carefully.
- 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.
- Report all problems with buildings or school grounds to the Head Teacher.

### **REACTIVE MAINTENANCE**

There will always be maintenance emergencies that need to be attended to. A maintenance request book is kept in the School Office. School staff must make requests for maintenance through the request book.

### **PLANNED PREVENTATIVE**

#### Routine

The school cleaners are responsible for the day-to-day cleaning of school buildings. The school grounds people (KCC) are employed to remove rubbish, cut grass, trim trees overhanging buildings and assist with constant upgrading of school grounds, including landscaping.

Maintenance staff are responsible for the following:

- Locks, excluding work that must be carried out by a professional locksmith
- Supply and fitting of light tubes and globes
- Replacement of castors on chairs
- Regular inspections of gutters and down pipes
- Cleaning of silt and acid traps
- Checks of security fences and minor repairs as required
- Soft fall areas in playgrounds/ovals to be maintained at a safe depth
- Repainting of signs/blackboards
- Movement of furniture, whiteboards, blackboards and notice boards
- Minor repairs to class room fans
- Classroom comfort features
- Additional bells and sirens
- Minor repairs to furniture and equipment
- Minor wall, ceiling and door repairs
- Cleaning of minor graffiti immediately it appears
- Re-screwing of internal door hinges
- Replacement of clock batteries
- Minor landscape maintenance
- Replacing tap washers
- Replacing signs

**EXAMPLE MAINTNANCE PLANNING**  
**(School Offices to hold details of on-going maintenance)**

<b>MAINTENANCE CHECKS</b>			
<b>Maintenance Item</b>	<b>Responsibility</b>	<b>Problem</b>	<b>Action Taken</b>
<b>Monthly Inspections</b>			
Routine maintenance			
Alarm systems and smoke detectors			
<b>Annually Inspections</b>			
PAT testing of electrical equipment and kitchens			
Emergency lighting			
Ceilings, floors and paving			
Plumbing			
Service fixed gas heating appliances and fan convectors			
Internal painting, door hinges, hooks and locks			
Service of gas/oil boilers			
Replace glass where necessary			
Replace furniture where necessary			
Internal painting			
<b>Every five years</b>			
Electrical inspections and testing			
<b>Every ten years</b>			
External painting where necessary			
Replacement of floor coverings where necessary			
Replacement of notice boards where necessary			
Replacement of guttering where necessary			
Replacement of electrical wiring where necessary			
Roof refurbishment/replacement where necessary			