**MILC**

**Maintenance Policy**

**Objectives**

* Management of existing facilities and resources
* Provision of a safe environment for students, staff and visitors
* Maintenance of a physical environment conducive to learning

**Accountabilities**

Nomination of a person to coordinate maintenance (Maintenance Coordinator) and that person should be responsible for:

* day-to-day maintenance
* development and implementation of the annual maintenance plan
* management of incidentals
* recommendation of necessary upgrades
* adherence to the Workplace Health & Safety Policy and Risk Management Policy and the requirements of the Essential Safety Measures as per the Victorian Building Regulations 2018, Regulation #116
* reporting

**Day to Day Maintenance Plan**

* Cleaning and upkeep of premises
* Addressing minor maintenance issues such as lighting or plumbing malfunction or trip hazards

**Annual Maintenance Planner**

* electrical fixtures and equipment
* plumbing
* building
* flammable liquids and chemicals
* equipment
* grounds
* signage
* safety
* contingency planning for emergency
* risk assessment in all of the above

**Management of Incidentals**

* MILC will physically separate flammable liquids from people, ignition sources and other hazards to minimise the risks of a fire. Chemicals will be stored away from normal work areas to reduce the risk of any accidental spills or damage of hazardous chemicals.
* items identified as maintenance issues should be logged by way of an online facility or Maintenance Request Book and kept in a convenient place
* maintenance issues should be reviewed regularly
* maintenance requests identified should be actioned promptly and signed off on upon completion.

**Workplace Health & Safety Policy and Risk Management Policy**

The Maintenance Coordinator is responsible for ensuring that all maintenance work is done in accordance with statutory Occupational Health and Safety Policy and Risk Management Policy.

**Reporting**

The Maintenance Coordinator reports annually to MILC management on the state of the facilities and equipment and any works performed during that year.