

SITE MAINTENANCE

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Site Maintenance

PURPOSE AND SCOPE

POLICY

Richmond Fellowship WA is committed to providing a safe and healthy working environment for all staff in which buildings, sites and equipment are maintained to a high operational standard and staff and residents are not exposed to hazards.

It is a statutory and common law requirement that employers provide plant and equipment that are appropriate for the job and safe for employees to use. Systems should:

- Ensure plant and equipment is maintained in good working order.
- Provide recorded evidence that reasonable care is taken to provide safe working equipment.

PROCEDURES

Building & Equipment Registers

Management need to ensure that a building and equipment register is maintained, please refer to Appendix 4. Assets can be listed in logical groupings, for example:

- Buildings: roof, guttering, drain pipes, windows, door, floors.
- Bathrooms & toilets: taps, basins, shower fittings & hoses, pedestals & seats.
- Kitchens: stoves and ovens, freezers, dishwashers, cupboards & shelves.
- Resident's rooms: beds, bedside tables/lockers, chairs, and wardrobes.
- Laundries: washing machines, dryers, irons, ironing boards, shelving.
- Maintenance: ladders, power tools, hand tools, lawn mowers.
- Appliances: mixers, blenders, fans, and vacuum cleaners.

Add new assets to the register on acquisition. Delete old assets from the register only if permanently removed from the workplace.

Preventative Maintenance Schedules

As per Appendix 5, use these schedules to document maintenance needs for different assets and to record the frequency and dates of maintenance carried out on each item.

- List each asset.
- Enter date of purchase or date of acquisition.
- Identify numbers/codes.

- Inspect/maintain each item as recommended by the manufacturer or by a qualified external source. Enter these data under 'check/service' and 'frequency'.
- Retain original copies of maintenance requirements provided by manufacturers/suppliers in the Building and Equipment Register.
- Plan and block out the months during which each asset is to be inspected.
- The person responsible for maintenance will record the date maintenance has been carried out and his/her initials.
- A new preventative maintenance schedule needs to be introduced each year.

General Maintenance

For general maintenance across the organisation please complete a General Maintenance Form (Appendix 6) and e-mail this to the CEO.

- Maintenance and repairs shall be discussed at staff meetings with the involvement of the Program manager.
- The Program Manager must approve all maintenance/repairs, except in emergencies. Where the expenditure for any item is to be more than \$200, except for emergencies (e.g. burst water pipes; electrical failure), the Program Manager must refer it to the CEO.
- Whenever possible, payment must be negotiated on account, which will be paid by Head Office. Where emergency repairs costing over \$200 are required, the CEO will be notified as soon as is practical.
- Preferred provider companies should be used wherever possible. If you do not have a copy of these, please contact the Office Manager, Head Office.

AUTHORISATION AND REVIEW

Authorised by: RFWA Board of Management

Authorised from

Last review date

Review due:

REFERENCE AND RELATED DOCUMENTS

- MH NGO Service Standard 2.4 Safety (Vehicle and Equipment Maintenance Schedules)
- MH NGO Service Standard 6.3 Organisational Governance and Management (Financial Management Policies and Procedures – assets registration)

APPENDIX 1



Building and Equipment Register
for

_____ (site)

| Asset | Date of purchase | Supplier | Reg No. |
|-------|------------------|----------|---------|
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APPENDIX 3:

Maintenance Request Form

Instructions: Unless the maintenance item is high priority, please only e-mail the CEO this form once there are a number of maintenance tasks to be addressed on the site. The last 3 columns are to be completed by the repairer.

Service Name: _____

Priority rating: (1) High i.e.: light switch causing zapping when switched on/off; (2) Medium: tap leaking; (3) Low: sprinkler needs repairing.

| Date reported. | Priority rating. | Repairs required. | Date repaired. | Comment/s | Signature |
|----------------|------------------|--|----------------|---------------------|--------------------|
| 17/12/2001 | 1 | <i>Example: Light switch in the bathroom of the rear house gives an electrical zap when switched on/off.</i> | 18/12/2001 | <i>No comments.</i> | <i>Joe Bloggs.</i> |
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