



Maintenance Policy

Objectives

- To ensure that the school's physical status is kept up to standard.
- To repair damaged property.
- To provide equipment for cleaning of the school.
- To service damaged equipment, toilets and machines.

Operations

- The cleaning materials shall be purchased by the school for the first semester. The Principal and Bursar are responsible to ensure that there is always sufficient cleaning material.
- The cleaning material for the second semester shall be provided for with the assistance of the Department as the school is still a Section 20. This will be according to the allocation for the consumables from the DOE.
- A minimum once – off payments per learner shall be done per learner as agreed with the parents.
- The main responsibility of execution shall be carried by the relevant committee, Ethembeni staff and learners where necessary.
- Maintenance shall be done in line with the school development plan.

Members

- Members shall be from educators, Ethembeni staff and the SGB.

Coordination

- The coordination shall be done by the school governing body (SGB) in line with South African School Act (SASA).

- Maintenance plan shall be drawn by the Maintenance Committee and presented to the SGB and be communicated to all stakeholders.

MAINTENANCE PLAN

- The maintenance of the school building is the responsibility of the SGB.
- Through the allocated funds for consumables from the DOE , the school will focus on the key areas that need attention at the school for the year.
- The SGB is aware that not all the maintenance needs will be met by the DOE's allocation, therefore, the SGB must put in place fundraising initiatives to assist the allocated funds in the school's budget to meet the requirements of the school.
- The Maintenance Committee and Principal must propose to the SGB the immediate needs of the school.
- After approval by the SGB, the proposed maintenance plan must be adopted for the financial year.
- Three quotations must be put forward to the FINCOM and the most suitable quotation should be chosen based on the school's budget and the reliability of the service provider. This will not be based on the quote being the cheapest or most reasonable but will be based on whether the quote meets the specific needs of the school.
- The Principal with the FINCOM will make the final decision on the quote to be accepted from different service providers bearing in mind the school's allocated budget and the urgency of the work to be done.

Procedures:

- All of the maintenance should be overseen by the Caretaker of the school.
- The caretaker must report to the Principal or Deputy Principal all broken windows, furniture, tiles, roofs, padlocks, blocked toilets or pipes, fused bulbs, etc.
- The Principal can make authorization on all minor maintenance issues.
- All major maintenance issues must be authorized by the FINCOM Committee after SGB approval.

Responsibility:

- It is the responsibility of the SGB to ensure that all maintenance issues at the schools are attended.
- The Principal will make recommendations and proposals of what needs to be maintained.
- The SGB will approve all major maintenance proposals depending on the school's needs.
- The FINCOM will authorize the funding and payment of all maintenance needs of the school.
- As a Section 21 school the Department will allocate some funds towards the maintenance of the building of the school.
- The Department is responsible for the payment of all water & electricity bills incurred by the school.