



**RHODES**  
High School

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persevere

# Building Grounds and Maintenance Policy 2021

CHAIRPERSON:.....  
BRIAN SULYMAN

PRINCIPAL:.....  
BILQEES MOOSA

SECRETARY:.....  
BURTON NOBLE

DATE:..... 27 September 2021 .....

# Rhodes High School

## Maintenance Policy

### **Aim**

- To maintain Rhodes High School buildings and facilities to a standard that is acceptable and conducive to providing a safe, pleasant and positive teaching and learning environment for staff, learners and visitors to the school.

### **Role Players**

- School Principal.
- SGB Finance committee.
- Estate Manager.
- Ground staff and cleaning team.

### **Maintenance**

- The school principal and estate manager will form the maintenance committee.
- The finance committee of the governing body, in conjunction with the school principal and estate manager, is responsible for the maintenance of the property. The maintenance of the buildings, grounds and facilities is aimed at countering the structural deterioration of the school complex, keeping the buildings, grounds and facilities in a satisfactory condition, and ensuring that the school complex is aesthetically pleasing.
- Should the estate manager not be an elected member of the governing body, the estate manager shall be co-opted to the governing body.
- The annual budget includes an amount earmarked for maintenance, which must be utilised to rehabilitate those parts of the school complex that show signs of decay. Parents are expected to approve this amount at the annual budget meeting.
- Sound financial management shall be applied throughout, and no overspending on this budget item shall be permitted without the prior approval of the full governing body.
- The maintenance amount must be optimally utilised to ensure that the school complex is in the best possible condition.

- Regular inspections of the school complex, facilities, machines, vehicles and gardening equipment must occur in order to identify spots of decay/deterioration and to compile a repair schedule. The finance committee must compile a roster according to which these inspections should be carried out.
- The maintenance needs of the school complex must be prioritised annually for the most urgent matters to be dealt with first.
- Periodic surveys of the maintenance needs pertaining to the buildings, grounds, machines, vehicles and gardening equipment must be conducted.
- The safety of all electrical installations must be checked and ensured.
- Stock control of consumables and maintaining an inventory of tools and equipment for maintenance and cleaning duties.

## **Objectives**

- Maintenance of all buildings.
- Regular cleaning of gutters.
- Maintenance of the grounds and gardens.
- Maintenance of all sports equipment, fields and facilities.
- Pruning and trimming of trees.
- Clearing garden refuse.
- Removing all dead plant material, garden refuse and waste from the grounds.
- Immediate attention to broken items.
- Swift repair of hazardous items, such as broken windows.
- Keeping the area round the outside of the school clean.
- Maintenance of the school fence.
- Additional tasks as required.