

# Mansfield Autism Statewide Services

## Infrastructure Maintenance Policy and Procedures

<b>MFE4</b>	<b>MASS Facilities and Equipment</b>	<b>Infrastructure Maintenance Policy and Procedures</b>
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<b>What this policy aims to do</b>	To maintain the appropriate safety and functionality of buildings and associated infrastructure.  To ensure the safe and practical use of facilities for students, staff, contract workers and visitors.
<b>Who this policy applies to</b>	MASS employees, volunteers, and contractors.
<b>Who is responsible for carrying out this policy</b>	All MASS workers have a duty of care to ensure that they work with or utilise contractors in a manner that is not potentially harmful to their own health and safety and the health and safety of others.
<b>What words used in this policy mean</b>	
<b>Legislation this policy is based on</b>	Part 11 of Building Regulations 1994
<b>Other relevant policies</b>	MFE1 Emergency Management MFE2 Premises Management and Security MS12 Workplace Health and Safety

<b>Version</b>	<b>Date</b>	<b>Author/Editor</b>	<b>Approved by</b>	<b>Notes</b>
1.0	20/01/2020	P.Valente		
1.1	15/01/2022	I Geer	S. Reeves	Change Director to CEO. Annual review
1.2	24/05/2023	R Kirley	S. Reeves	Annual review

# INFRASTRUCTURE MAINTENANCE POLICY

## Infrastructure Maintenance Policy

Mansfield Autism Statewide Services (MASS) will manage all properties in a safe and healthy manner and will comply with any relevant legislation, applicable lease agreements and funding body requirements.

MASS will ensure that all properties owned or leased for its services and activities have reasonable levels of security to protect the personal safety of workers, clients and service users as well as protecting equipment and personal belongings.

Repairs and maintenance on leased or owned premises need to be appropriately authorised and through the responsible manager.

The fitting of or alteration of locks to internal doors must be approved by the CEO or responsible manager (see MFE2 Premises Management and Security). The CEO or responsible manager must ensure that the fitting of such locks does not unnecessarily or unlawfully restrict the movements of service users or pose risks to them or staff members in the event of an emergency.

Security and emergency equipment such as locks, extinguishers and alarms must be monitored and maintained to ensure they are in good working order at all times.

The responsible manager will:

- arrange for annual, quarterly, or seasonal building, grounds, and equipment inspections as required.
- maintain buildings (internally and externally) so that they meet occupational health and safety requirements.
- deal with urgent repairs
- maintain all essential services.
- manage MASS' maintenance requirements within budget.

## Essential Safety Services

MASS acknowledges that essential services include but are not limited to items such as fire suppression equipment, heating systems, emergency lighting, ventilation systems and paths of travel to exits.

- MASS may outsource the testing and recording of essential services to a contractor who is accredited in Essential Service inspection.
- MASS will ensure that the records required for the inspections of essential services in the Maintenance System are appropriately stored.
- MASS will ensure it complies with all legislative requirements in relation to essential service inspections.
- MASS will establish a schedule for regular cleaning of heating, ventilation and air conditioning units.

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## Scheduled Inspections & Maintenance

Preventative protection of the MASS' assets and safety of staff and clients requires a regular cycle of upkeep of buildings, grounds, plant, and equipment. The responsible manager will arrange the following:

- Testing of fire alarm systems and smoke detectors in line with relevant legislation
- Seasonal inspection of fences, grounds and gardens, rubbish removal, soft fall areas play equipment, pool equipment and paths of travel.
- Checking of electrical equipment (test & tag) by authorised tradespeople in line with relevant Australian Standards
- Checking of backflow prevention devices (water meters) by authorised tradespeople in line with relevant Australian Standards
- Annual bushfire preparedness of buildings and grounds
- Annual filter checks and cleaning of air-conditioning units
- Annual pest control treatment as required.
- Annual inspection of ceilings, walls, floors and coverings, glazing, outdoor surfaces, play equipment, visible plumbing, internal painting, cladding, door hardware
- Seasonal inspection of furniture, lights and signage

## Maintenance Requests

Maintenance requests are to be logged in the Maintenance Request spreadsheet. Email, phone or in-person requests shall be duplicated by staff requesting maintenance works into the Maintenance Request logbook.

## Capital Renewal

Major capital expenditure such as floor covering replacement shall be scheduled to enable balanced and fiscally sustainable asset renewal.