

NOOR AL KHALEEJ INTERNATIONAL SCHOOL DOHA. QATAR



REPAIRS AND MAINTENANCE POLICY



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VISION

To provide and preserve the highest standards of excellence in quality education.

MISSION

To provide students with opportunities to pursue excellence in education in a multi-cultural environment where they learn universally accepted values and norms that will assist them to become confident, global citizens.

Rationale

It is understood that equipment, furniture and other resources wear out over time through regular use. It is also recognized that at times resources may become damaged either by accident or through the wilful intent of someone.

Teachers and other staff members who note that classroom resources including furniture, technology resources or other items in need of repair or replacement are required to record this information in the Maintenance Register which is located in the Main Hall. The maintenance staff is responsible to check the register daily and see that reported item is repaired or replaced. Such items might include light bulbs, desks, chairs or AC units not working. Other maintenance needs should be recorded as well.

It is the duty of teachers to oversee the daily inspection of their classroom to record such needs in the book. It is also expected that teachers will monitor student use of classroom resources and will ensure that students are not intentionally breaking or defacing school property. As detailed in the Student Diary students who wilfully damage school property will bear the financial responsibility for repair or replacement of the item in question.

Maintenance staff are responsible for the general maintenance of the building, furniture and other routine items. The maintenance staff is also required to conduct a daily safety inspection and

complete the required “Daily School Inspection Checklist” which is located by the Maintenance Register in the Main Hall.

When repairs or replacement of a more major issue are noted by the maintenance staff these issues will be reported to the school administration for follow up action.

INTRODUCTION

Noor Al Khaleej International School comprises of three buildings and open areas surrounding the buildings. These are assets which need to be maintained in order that they may function effectively and efficiently in supporting the delivery of services to the students at school. Any deterioration in a building’s physical condition, due to a lack of maintenance can adversely affect service delivery, and also create legal, health & safety and reputation issues for the school.

The creation of a building maintenance policy clarifies the roles and responsibilities of all parties and maps out a process of prioritisation of the resources to make the school premises safe and operational.

OBJECTIVES

- The key objectives of the maintenance policy are to-
- Ensure that the school has necessary information for the monitoring, Maintenance, and performance of buildings assets.
- Ensure that there is adequate information to undertake maintenance including the ability to review new policies and strategies, plan for replacements and upgrades and improve the efficiency and effectiveness of maintenance.
- Specify requirements for the management of maintenance.
- Ensure that building assets are adequately maintained

- Ensure that the buildings are managed in line with regulatory, statutory, and legislative compliance.
- Ensure that health, safety and security objectives are met.
- **Extra precautionary health measures for the safety and security of students and staff to be taken.**
- Ensure effective maintenance at operational level.

POLICIES AND STANDARDS

In order to maintain and support school building, the maintenance plan is highlighted so that the maintenance objectives can be achieved.

The following summarises the structure proposed for the effective and efficient management of building maintenance:

BUILDING MAINTENANCE POLICY-

The maintenance policy is based upon the following criteria in order of priority.

1. health & safety issues
2. Statutory requirements e.g. security, fire gas, electrical, access etc.
3. Ensuring operational school buildings, leisure facilities, are maintained at a suitable standard to reflect their purpose.

Maintain and develop the property portfolio in a sustainable manner- in order to support and promote sustainability we will endeavour to:-

Ensure buildings meet the requirements of the land and buildings strategy for the development of the property portfolio.

Ensure building design takes into account the impact of climate change on temperature and rainfall.

Ensure the buildings achieve their energy and water efficiency ratings through management and maintenance plans and seek to incorporate renewable energy initiatives where appropriate.

The built and landscaped environment at Noor Al Khaleej International School must be kept in such condition to ensure that the facilities are adequate:

- For the courses of study provided by the school.
- For the numbers of students in school.
- For safe and secure occupancy and use by students, staff and visitors.

RESPONSIBILITY

The Principal with the support of school staff, is responsible for ensuring that the school's environment is adequately maintained in sound operational condition.

MAINTENANCE

Maintenance falls into three broad categories:

Essential maintenance- work that is recurrent in nature, required to keep systems operational, safe and /or as required by authorities or regulation.

Fire protection system

Security system

Ventilation system

Electrical equipment safety and testing

Hazardous materials management

Playground equipment

Planned maintenance- work that has been identified through asset inspection and assessment procedures required to be undertaken to preserve the building's fabric including features, for example;

Painting previously painted surfaces.

Replacement of floor coverings/tiles

Replacement of furniture

Annual cleaning

Gutter cleaning



Unforeseen maintenance- work that cannot be anticipated, usually as a result of a breakdown or an accident, which is essential for the safety, security or protecting the environment, for example.

Electrical hazards

Vandalism

Water leaks from taps, toilets etc.

The checklist is completed everyday by the maintenance staff. Follow up action is immediately taken care of to ensure the adequate operation of the same.

The school has also implemented a “Maintenance Book”. This book is located in the hall. Staff members are to record any items that require maintenance in this book. The maintenance person is then contacted to attend to these issues. If the matter is of an urgent manner a tradesman is notified immediately.

Issues can be raised at staff meetings.

NOTE: If a maintenance issue is identified and it poses an immediate threat, staff MUST notify the Principal or Head Teacher immediately.