RIVERSIDE ACADEMY MAINTENANCE POLICY & BUDGET PLAN

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1. Introduction

Riverside Academy is committed to providing a safe, well-maintained, and conducive learning environment for students, staff, and visitors. This Maintenance Policy outlines a structured plan covering routine, preventive, and emergency maintenance tasks to ensure that facilities remain functional, safe, and sustainable. The policy includes:

- Types of maintenance (routine, preventive, corrective, predictive, and emergency maintenance)
- Objectives of maintenance (cost efficiency, compliance, longevity of facilities, and a safe learning environment)
- Scheduled maintenance (daily, weekly, monthly, termly, and annual routines)
- Furniture maintenance
- EdTech devices (IT tools) maintenance
- Buses, lawns, and landscaping maintenance
- Emergency management (including fire safety and evacuation procedures)
- Budget allocation for effective implementation
- Implementation strategy
- Phases of maintenance planning
- Integration of Google Forms for reporting and tracking maintenance issues
- Budgeting procedures and funding sources

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2. Objectives of Maintenance

The primary objectives of this maintenance policy are to:

- Ensure compliance with health and safety regulations.
- Extend the lifespan of school facilities and infrastructure.
- Reduce operational costs through preventive maintenance.
- Create a safe and conducive learning environment for students and staff.
- Improve efficiency in handling maintenance requests and emergency repairs.

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3. Types of Maintenance

A. Routine Maintenance

Performed at regular intervals to ensure facilities remain functional.

- **Includes**: Daily cleaning, minor repairs, and general upkeep.

B. Preventive Maintenance

Scheduled maintenance aimed at preventing potential failures.

- **Includes**: Servicing equipment, repainting, and facility inspections.

C. Corrective Maintenance

Repairs undertaken when a fault is identified.

- **Includes**: Fixing leaks, replacing damaged furniture, and addressing electrical faults.

D. Predictive Maintenance

Uses data and inspections to forecast potential failures before they happen.

- **Includes**: Monitoring roofing integrity, electrical loads, and water supply systems.

E. Emergency Maintenance

Rapid response to unexpected failures or hazards.

- **Includes**: Fire safety, plumbing emergencies, and storm damage repairs.

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4. Maintenance Categories & Schedules

A. Furniture Maintenance

Task	Frequency	Responsible Personnel
Cleaning desks, chairs, cabinets	Daily	Cleaners, Class Teachers
Checking for loose screws, weak joints	Weekly	Maintenance Staff
Minor repairs (fixing joints, tightening screws)	Monthly	Maintenance Team
Repainting and refurbishing furniture	Termly	External Contractors
Full-scale assessment and replacements	Annually	School Management

B. EdTech Devices (IT Tools) Maintenance

Task	Frequency	Responsible Personnel
Checking network connectivity	Daily	IT Support Staff
Updating software and security	Weekly	IT Support Staff

	Monthly	IT Support Staff
Inspecting hardware (projectors, smartboards, computers)	Monthly	IT Support Staff
Replacing outdated hardware	Annually	School Management

C. Buses, Lawns, and Landscaping Maintenance

Category	Daily	Weekly	Monthly	Termly	Annually
Buses	Cleaning, minor checks	Fluid level and tire checks	Engine inspection	Full servicing	Overhaul and repainting
Lawns & Landscaping	Watering, clearing debris	Mowing grass, weeding	Fertilizing	Pruning trees and shrubs	Major replanting and redesign

D. General Maintenance Routines

Category	Daily	Weekly	Monthly	Termly	Annually
Classrooms	Cleaning, minor fixes	Deep cleaning	Inspection for damages	Repainting if necessary	Structural repairs
Playgrounds	Cleaning debris	Inspect play equipment	Lubricate moving parts	Check surfacing materials	Major repairs
Washrooms	Cleaning & disinfection	Plumbing checks	Deep cleaning	Repairs & upgrades	Full renovations
Roofs & Ceilings	Check for leaks	Remove debris	Minor fixes	Inspect for structural integrity	Re-roofing if needed
Electrical & Plumbing	Daily checks	Wiring & plumbing inspections	Replacing faulty parts	Review efficiency	Major replacements
Fire Safety Equipment	Ensure accessibility	Check extinguisher pressure	Inspect fire alarms	Conduct fire drills	Replace outdated extinguishers

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5. Implementing the Maintenance Plan

A. Planning and Scheduling

- Establish an annual maintenance calendar.
- Allocate responsibilities to specific staff members.
- Identify and procure necessary materials and supplies.

B. Execution

- Perform routine and preventive maintenance tasks as per the established schedule.
- Address corrective and emergency repairs promptly.

C. Monitoring and Evaluation

- Maintain detailed records of all maintenance activities.
- Evaluate the effectiveness of the maintenance plan through regular facility assessments.
- Adjust and improve the plan based on feedback and evaluations.

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6. Budgeting Procedures and Funding Sources

A. Budget Setting Process

- The maintenance budget is developed at the beginning of each academic year in January.
- Each term, an assessment is conducted to determine maintenance needs, with a mid-year review in June.
- The final budget approval occurs before the end of the academic year in November.

B. Funding Source

- Maintenance expenses are covered under the Facility User Fees account.
- Funds are allocated per category (routine maintenance, emergency repairs, upgrades, etc.).
- Requests for maintenance funds must be submitted through the Google Forms tracking system.

C. Fund Disbursement Procedures

- The maintenance team submits a budget proposal each term.
- The finance office reviews and approves requests based on available funds.
- Payments for repairs, supplies, and services are processed within two weeks after approval.
- Emergency repairs are prioritized and processed within 48 hours when necessary.

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7. Review & Compliance

This policy will be reviewed annually to:

- Improve maintenance efficiency.

- Ensure compliance with health and safety regulations.
- Adapt to changing infrastructure needs and emerging technologies.

8. Maintenance Tracking and Reporting System

A. Google Forms Integration

Riverside Academy will implement an online system for tracking and reporting maintenance requests via Google Forms. This system will allow staff, students, and visitors to report issues in real-time, which will be routed directly to the maintenance team.

Steps for Reporting:

1. **Submission**: Users submit detailed maintenance requests, including the nature of the issue, location, and urgency.
2. **Acknowledgement**: The maintenance team acknowledges receipt of the request and assigns a priority level.
3. **Action**: The maintenance team performs the necessary work and updates the request status.
4. **Completion**: Once the task is completed, the requester is notified, and the issue is marked as resolved in the system.

B. Tracking and Accountability

- Maintenance requests will be categorized by urgency and tracked in real-time.
- Historical data of all maintenance activities will be archived to improve future planning and decision-making.

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9. Emergency Maintenance Protocol

A. Emergency Response Plan In case of emergencies, such as fire hazards, electrical faults, or plumbing disasters, the maintenance team will follow a clear protocol:

1. **Immediate Action**: The team will respond to the emergency within 48 hours, or sooner if the situation demands it.
2. **Emergency Fund Allocation**: Emergency repairs will be funded immediately from the emergency maintenance fund.
3. **Safety Measures**: The maintenance team will ensure that relevant safety precautions are observed.

B. Fire Safety and Evacuation Procedures

- Regular drills and checks will be conducted to ensure fire safety measures are up to date.

- Fire extinguishers will be checked monthly, with full inspections carried out annually.
- Emergency exit routes will be clearly marked and free of obstructions.

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10. Implementation Timeline for New Initiatives

A. Short-term Goals (First Term)

- Set up the Google Forms tracking system for maintenance requests.
- Perform a facility-wide audit to identify immediate repairs and improvements.
- Schedule a staff training session on the new reporting system.

B. Mid-term Goals (End of Second Term)

- Complete preventive maintenance tasks as identified in the audit.
- Review the effectiveness of the Google Forms system and make necessary adjustments.
- Begin implementing the annual maintenance calendar for larger projects (e.g., repainting, landscaping redesign).

C. Long-term Goals (End of Academic Year)

- Review the entire maintenance process for possible improvements.
- Assess the budget efficiency and adjust for the next academic year.
- Plan and begin implementation of major facility upgrades, as needed.

January 2025

Policy assigned to: School Business Manager