



## St Mary's Cyclical Maintenance Plan

1. **Essential Services:** refer to the log book & electrical book/folders in the administration office.  
Phil Crowe responsible.

|                           |                    |                        |                                |
|---------------------------|--------------------|------------------------|--------------------------------|
| <u>Services Providers</u> | Electrical         | Bolitho Electrical     | 03 5823 5123 (Jeff Vandermeer) |
|                           | Plumbing           | Mick Warnett           | 5825 1140                      |
|                           | Emergency Lighting | Watters Electrical     | 5821 3944                      |
|                           | AC/Heating         | John Morrow            | 5831 3933                      |
|                           | Fire Extinguishers | Mooroopna CFA (George) |                                |

2. **Ongoing Maintenance:**

|                              |  |
|------------------------------|--|
| <u>General Maintenance</u>   | Phil Crowe (Employed by School)                    |
| <u>Administration Server</u> | Data Parts 5821 7155                               |
| <u>Wireless Network</u>      | INVOTEC Anthony Fisher 03 9532 5165 / 0402 446 925 |

| Period             | Item                      | Persons Responsible                 |
|--------------------|---------------------------|-------------------------------------|
| <b>Weekly</b>      | Classroom Cleaning        | Greg & Rhonda Keegan 0438 785 940   |
|                    | General Maintenance       | Phil Crowe                          |
| <b>Fortnightly</b> | Mowing                    | Phil Crowe                          |
| <b>End of Year</b> | Carpet Cleaning           | Hayden 0400 213 898                 |
|                    | Gutters                   | Phil Crowe                          |
|                    | Windows cleaned           | Greg Keegan 0438 785 940            |
| <b>Term 1</b>      | Pest Spraying             | Statewide Pest Control 1800 136 200 |
|                    | Heating Service           | John Morrow                         |
|                    | Top Up soft fall          | Phil Crowe                          |
| <b>Term 2</b>      | Tag n Test                | Bolitho Electrical                  |
| <b>Term 3</b>      | Spraying Oval/Fertilising | Phil Crowe                          |

|               |  |             |
|---------------|--|-------------|
|               | Air Conditioners Serviced                | John Morrow |
| <b>Term 4</b> | Oil wooden Picnic Tables                 | Phil Crowe  |
|               | Oil borders around playgrounds & sandpit | Phil Crowe  |

**3. Cyclical Maintenance:**

| <b>Period</b>                  | <b>Item</b>       | <b>By whom</b>                  |
|--------------------------------|-------------------|---------------------------------|
| Completed 2018.<br>Review 2021 | External Painting | Programmed Property Maintenance |
|                                | Toilets painted   | Programmed Property Maintenance |
| When needed                    | Carpets           | Carpet Court                    |

**4. Damage / Maintenance Record:**

Damage/Maintenance reports located on school Google site.