

## **“Effective Maintenance and Repairs of Schools”**

A one day course for school business managers designed to raise their awareness of good practice in maintaining school buildings in a good and safe condition. The aim of the course is to help school personnel recognise what needs to be done to provide effective maintenance of buildings and how to achieve it. Setting high standards for maintenance and managing statutory compliance requirements is particularly relevant at a time of shrinking capital budgets. Effective maintenance of premises makes good sense and saves money.

Course material including sample reports, forms, checklists, websites and case studies will serve as a continuing source of reference for attendees.

### **Course objectives :**

1. To review current statutory requirements affecting school premises.
2. To illustrate how effective planning of building maintenance achieves value for money.
3. To identify and understand key common building defects and recognising what needs repairing and servicing.
4. To demonstrate good practice in procuring remedial work.

### **Who should attend**

- Bursars
- School managers
- Finance officers
- Governors
- Caretakers

### **Course Outline**

- 1. Session 1 – Current statutory requirements**
  - a. Fire safety
  - b. Asbestos and hazardous materials
  - c. Workplace health and safety & hygiene
  - d. Energy efficiency and sustainability
  - e. Accessibility
- 2. Session 2 – Planning maintenance**
  - a. Asset management planning
  - b. Introduction to maintenance good practice
  - c. Obtaining value for money
  - d. Setting budgets and reserves
- 3. Session 3 – Principles of good design and identifying key common building defects**
  - a. Roofs and rainwater goods
  - b. External walls and windows.
  - c. Internal wall, floor and ceiling finishes.

- d. Heating, ventilation, lighting and drainage
- e. Inspection routines, checklists and record keeping

**4. Session 4 - Getting the work done**

- a. In house inspections and repairs by caretaking staff
- b. Seeking professional assistance
- c. The process of appointing builders
- d. Specifications and contracts
- e. Quotations and tenders

15<sup>th</sup> Dec 2010