



Tanglin Gippsland Maintenance Policy

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Prepared By	Approved By	Reviewed & Revised	Reviewed By	Next Review
Head of Campus	Tanglin Australia Board – September 2024			September 2026

1 Overview

- 1.1 Tanglin Gippsland is committed to being a responsible and careful steward of the facilities and resources on the campus.
- 1.2 Members of the Tanglin community have the right to work, learn and live in an environment in which they are safe and which promotes learning and personal flourishing.
- 1.3 It is Tanglin’s desire to operate its campus in a way that has a positive impact on the natural world around them through.

2 Details

2.1 Objectives

2.1.1 The buildings and grounds at Tanglin must be kept in such condition as to ensure that the facilities are adequate for the:

- courses and programmes provided by the campus.

2.2 numbers of students on each course or programme.

- safe and secure occupancy and use by students, staff members and visitors.
- unobstructed access of emergency vehicles to the site

2.3 Day-To-Day Maintenance Plan (responsibilities)

2.3.1 Maintenance-related daily activities include (but are not limited to) cleaning, lawn mowing, gardening, furniture moving, general repairs, livestock management, OHS compliance, waste removal, security, event setups, vehicle and machinery maintenance coordination and completion of risk assessments.

2.3.2 Particular attention should be given to ensuring that all routes used for emergency services access or evacuation are kept unobstructed.

2.3.3 Overseeing appropriate storage of hazardous and dangerous goods, Chemical Register and Safety Data Sheets.

2.2.4 Tanglin has a duty to take reasonable care that students, staff members and visitors will not be injured because of the state of the premises and Tanglin will carry out the maintenance activities to ensure that the premises are kept in an orderly and safe state.

2.4 Annual Maintenance Plan

2.4.1 An annual maintenance plan for the campus should be prepared by the Head of Campus, in consultation with the Property Manager, and take into consideration the following:

- Building and general maintenance
- Gardens and grounds improvements
- Caretaking and cleaning

2.4.2 The annual maintenance plan specifies the frequency of work, and whether work is annual, bi-annual, quarterly, monthly, specific months, as needed or ongoing.

2.4.3 The annual maintenance plan should ensure that all recurrent work can be completed in a timely manner and with termly reviews, that the campus can exceed all of its statutory

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requirements (e.g. testing and tagging, audits, fire service equipment checks). The plan should also be sufficient so that all planned maintenance works can be completed (e.g. painting, cleaning) and so that unforeseen maintenance can be attended to (e.g. blocked drains, broken windows, plumbing faults).

- 2.4.4 This maintenance plan should be revised in August each year by the Head of Campus and Property Manager prior to formulation of the campus budget and after a complete inspection of buildings and grounds. Input will be sought from staff to ensure that all maintenance issues are considered.
- 2.4.5 Building upgrades and/or improvements should be included during the annual maintenance plan revision and the operational planning process.
- 2.4.6 The development of the annual maintenance plan should consider compliance with the Occupational Health and Safety Act 2004 and compliance with Tanglin Gippsland's Occupational Health & Safety Policy.

3 Roles and Responsibilities

3.1 Head of Campus

- 3.1.1 The Head of Campus has delegated responsibility for the macro level of property maintenance functions and condition of the campus.
- 3.1.2 The Head of Campus will appoint a Property Manager who is responsible for the day-to-day activities at the campus. The Property Manager is supported by casual and contracted staff depending on the time of year or nature of work.

3.2 Property Manager

- 3.2.1 The Property Manager is responsible, by delegation from the Head of Campus, for overseeing property maintenance functions, and is therefore responsible for the operational property and maintenance matters, security, oversight of cleaning services, day-to-day property and equipment maintenance, small building and property improvement projects, care of all grounds and facilities, and supervision of casual or contracted staff or trades people.
- 3.2.2 The Property Manager will ensure that checks and maintenance of all essential services are conducted regularly and systematically.
- 3.2.3 Overseeing appropriate storage of hazardous and dangerous goods, Chemical Register and Safety Data Sheets.

4 Related Tanglin Gippsland Policies

- Hazardous Substances and Dangerous Goods Policy
- Occupational Health and Safety Policy

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5 Policy Review

- 5.1 This policy is approved by the Board of Tanglin Australia and will be reviewed at least every two years by Tanglin’s Leadership Team. *Leadership Team* consists of the Tanglin Gippsland Head of Campus, Head of Learning and Head of Pastoral Care.
- 5.2 Any significant changes to this policy must be approved by the Board.

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