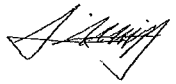
 YMCA We build strong PEOPLE strong FAMILIES strong COMMUNITIES	Management Area: CHILDRENS SERVICES	Pages: [03] Version No: [02] Date: [01/12/2009]
	Sub section (if applicable):	Signed: 
Policy Title: Building Equipment Repairs & Maintenance		Author: CHILDCARE TASKFORCE

1. Scope

- 1.1. Staff, management, families & children

2. Policy Statement

The YMCA aim to provide a safe and secure environment through proper and immediate attention to all aspects of building and equipment repairs and maintenance.

3. Related Policies & Procedures/Guidance Notes

- 3.1. Equipment Policy
- 3.2. Indoor Environment Policy
- 3.3. Outdoor Environment Policy
- 3.4. Occupation Health and Safety Policy
- 3.5. Pest control Policy
- 3.6. Safe Environment Policy
- 3.7. Ventilation and Lighting Policy

4. Responsibilities & Delegations


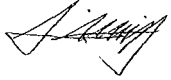
- 4.1. The Childcare Taskforce is responsible for the review of this policy.
- 4.2. The Childcare staff & management are responsible for the implementation of this policy.
- 4.3. The families and children are responsible for the support of this policy.

5. Considerations

- 5.1. National Standards
- 5.2. Occupational Health and Safety Act
- 5.3. Australian Standards for playground equipment


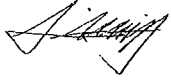
6. Records Maintenance

- 6.1. This policy is to be reviewed annually.

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PROCEDURES

- Equipment will be chosen to meet the children's developmental needs and interests.
- Buildings and all equipment will be maintained in a safe, clean condition and in good repair at all times.
- There must be no damaged plugs, sockets, power cords or extension cords.
- All plug sockets shall be maintained as child safe.
- Electrical appliances shall be in good working order.
- All electrical appliances must be tagged as per the "Tagging" policy.
- Provision will be made in the budget for regular maintenance and repair work.
- All contractors should have their own public liability insurance.
- All contractors to sign the Visitors book of arrival and departure of the building.
- The centre and equipment will be regularly checked to ensure that they are in a good and safe condition, comply with relevant Australian Standards and have appropriate soft-fall surfacing maintained.
- Equipment will be regularly washed and cleaned.
- Recycled craft materials should be checked for potential hazards.
- Staff should ensure safe handling of all tools, particularly sharp tools, if used as part of any activity.
- Parents will be encouraged to notify the staff of any problems that they might observe.
- Hazard Reports to be completed for anything that requires maintenance and reported to the Safety Officer as soon as possible.
- Faulty equipment should be removed or protection placed around any dangerous building sites.
- For urgent repairs the Area Manager will organise a contractor/repair person to attend to the problem.
- It is the Area Manager's responsibility, once a problem has been raised to ensure that it is rectified in the most efficient manner and that the centre is safe for staff and participants.
- Should the centre be considered unsafe or as being a health risk, then the centre will be closed, after notice has been given to all relevant parties, until the problem has been rectified.

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- Problems with school building or school grounds that are leased should be reported by Co-ordinator to Management and the School Principal. If no changes take place and the school has not rectified problem, then the co-ordinator should then inform management. Management will then contact Department of Education.

7. Version History

Version	Description of changes	Author	Effective Date
2	Review and update. New format	M. Rupnik	December 2009

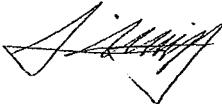
I endorse the Building Equipment, Repairs and Maintenance Policy.

Name: *Maryann Rupnik*
 Childrens Services Program Manager

Signature: 

Date: 7 December 2009

Name: *Liam Whitley*
 Group Manager

Signature: 

Date: 7 December 2009