

**SCHOOL NO. 4401 - KATANDRA WEST**

Policy Statement: ENVIRONMENT - 640 - Inspections  
640 - ROUTINE / SPECIALIST & FACILITY INSPECTIONS

Responsibility: School Council, Sub-Committee, Principal

This Policy was last ratified by School Council in 2016.

1. PURPOSE:

To carry out routine specialist and facility inspections of the school resources. This includes routine inspections to comply with essential services and specialist inspections for a specific purpose, such as structural engineering. Facility inspections are associated with annual contracts.

2. GUIDELINES:

- 2.1 A School Council Environment Sub-Committee shall be established, with a leader to monitor school facilities.
- 2.2 Facility inspections associated with annual contracts will be arranged through the Principal. This will include the school's annual maintenance contract for the Air Conditioners and the Heaters.
- 2.3 Local tradesmen, where possible, will be employed to perform routine, specialist and facility inspections where specialist skills are required. They will carry out work according to specifications under the supervision of the Principal or School Councillors.
- 2.4 Routine inspections will be undertaken to comply with essential service regulations e.g. Fire services.
- 2.5 Specialist inspections will be undertaken as required such as white ant reports, structural engineering report etc.
- 2.6 Work arising from an inspection will be charged out to the appropriate program such as Urgent Works.
- 2.7 The Principal, in consultation with School Council, may vary this Policy if circumstances require it.