



Rationale

The role of the Facilities & Maintenance person on a Parish or Regional Education Committee is critical to the successful functioning of the Education Committee and ultimately to the successful functioning of the school. It is therefore important that the person who serves in this role has the requisite skills and experience to deal with tradespersons and contractors, is experienced in obtaining quotes from vendors for such work. Ideally someone with an engineering, contracting or trades background is well equipped to undertake this role.

Role and Function

The primary role of the Facilities & Maintenance Manager is to ensure that routine maintenance and upkeep of the school's facilities is undertaken and done so on a regular and scheduled basis each year. By doing so it ensures that our school environment is safe for our students, inviting and demonstrates a pride of place reflective of our commitment to excellence in Catholic education. This includes longer term asset management.

Specific Responsibilities

- **Routine Maintenance:** To plan for and undertake regular and routine maintenance of the school's physical plant.
 - Budget: working with the Treasurer and Principal for this area, to prepare an annual budget that outlines the projects that will be undertaken and their costs.
 - Vendor Management: It includes working with suppliers and vendors to obtain quotations for this work. In instances where work for a single project exceeds \$5,000, that quotations from more than one supplier are obtained for the Education Committee's review and approval
 - Oversight: ensures appropriate oversight of the work done by the contractor or tradesperson once the work gets underway to ensure that work is completed satisfactorily and to specification. It includes as well verifying that any contractor that works on site has the appropriate insurance cover in place and required licenses or professional designations where needed.
- **Asset Management:** To undertake every 5 years an asset management survey of the school's facilities that highlights the longer-term maintenance and renewal requirements of the school.
 - This survey should include an assessment of the building's envelope, mechanicals, heating, ventilation and air conditioning systems to ensure that their replacement is planned for on a longer-term basis.
 - It is critical that this survey is done in tandem with the Pastor's knowledge and involvement to allow him to assess the financial implications of its findings. In doing so it allows for a longer-term view of capital planning that will assist in marshalling and mobilizing wider parish resources in support of these needs.
 - This is best undertaken by an engineering professional with the requisite skills to objectively assess the lifecycle of these systems. Once known it is the responsibility of the Facilities & Maintenance person to work with the Pastor, Treasurer and Principal to map out how this wider infrastructure renewal will take place and its wider budget implications.

- **Communications:** it is critical that the needs of the school in this area are communicated and known to the Education Committee. It is equally important that routine maintenance is done regularly and not sacrificed should budgets be tight. Failure to undertake regular maintenance will lead to larger expenditures as the problem is likely magnified when the maintenance is eventually completed. It is important therefore that all Education Committee members exercise due diligence in this area and ensure that it receives the necessary support when the budget for the school is being prepared.

<i>Reference</i>	<i>Approved</i> Board of Directors
	<i>Date Approved</i> 5 December 2017
	<i>Cross-reference</i>
	<i>Date(s) Revised</i>

