



RUSTENBURG GIRLS' JUNIOR SCHOOL CAPITAL DEVELOPMENT AND MAINTENANCE POLICY

1. POLICY STATEMENT

Rustenburg Girls Junior School (RGJS) aims to ensure that the school facilities are maintained in a manner that provides a safe, reliable and secure environment, which is fit for purpose and complies with current legislation.

The objectives are to:

- Provide a built-environment which is fit for purpose and which effectively supports the school's strategic plan.
- Ensure the school has a cost effective and professional maintenance service, which makes best use of the available funding.
- Protect the asset value of the school's buildings and facilities by optimising the life of components, consistent with their intended use.
- Minimise the risk of unforeseen major defects, which might adversely affect the core business of the school.
- Establish robust planning processes that facilitate the prioritisation of maintenance programmes and enable the school to anticipate the future cost of maintenance expenditure.
- Ensure that, as far as reasonably practicable, maintenance projects are coordinated with other construction works to minimise their impact.
- Ensure that the school's built estate complies with relevant legislation and that all maintenance work is undertaken in a safe manner.

2. SCOPE OF THE POLICY

This Maintenance Policy applies to all academic, support buildings and facilities that form the RGJS campus, including the main school grounds and the Grotto facility.

3. RELEVANT LEGISLATION

All maintenance, construction and purchasing must adhere to all relevant legislation, regulations and policies, including but not limited to the following:

- South African Schools Act and Amendments
- The National Heritage Resources Act and Amendments
- Western Cape Provincial School Education Act and Amendments
- Occupational Health and Safety Act and Amendments
- SANS 10400 – South African National Building Regulations as amended from time to time
- SANS 10142 – The Wiring of Premises as amended from time to time
- Construction Regulations as it applies to the scope of the work

4. RESPONSIBILITIES

Maintenance and Ground Staff: The responsibility for maintenance of the schools' facilities is delegated to maintenance and ground staff. The maintenance and grounds staff will provide a maintenance service that complies with the schools maintenance policies, procedures and plans.

Strategic Facilities Committee (SFC): The school's maintenance and grounds staff will report to the SFC, which will, where necessary, undertake revisions to the Maintenance Policy, procedures and plans and will monitor implementation. The SFC will also have oversight where relevant of any planning and procurement management that is required in relation to the school facilities, be it maintenance or capital.

School Governing Body (SGB): The SGB provides oversight to the SFC and approves all the policies, procedures and plans that the SFC develops. The SGB also authorises all expenditure that may be needed for maintenance and capital expansions where required in terms of the Finance Policy.

Building Occupants: should report defects promptly to the school foreman as the responsible person. The building's occupants should not undertake any activity which may alter, damage or disturb the fabric or services of the building, without previously obtaining written approval from the school foreman and the principal where necessary. It is the responsibility of the school business manager to report building defects to the insurer.

5. MAINTENANCE

RGJS adheres to a preventive maintenance philosophy. Preventive maintenance is the regular and routine maintenance of equipment and facilities in order to keep them in good safe working order and prevent any costly unplanned downtime from unexpected failures.

The SFC is responsible for producing a 3-year preventive maintenance plan that will cover the inspection and maintenance activities for the school. The plan is to be revised and updated on an annual basis.

Additionally, regular inspections by the maintenance and grounds staff of the school complex, facilities, machines, vehicles and gardening equipment must occur in order to identify spots of decay/deterioration and appropriate action must be taken as detailed in the maintenance plan. During inspections the safety of electrical installations must be ensured.

Though preventive maintenance is the preferred vehicle for the upkeep of the school facilities, emergency maintenance is unavoidable. The maintenance plan must include a section detailing the classification, response and use of resources to an emergency maintenance request.

The annual budget includes an amount earmarked for maintenance, which must be utilised to rehabilitate those parts of the school complex that require maintenance. A contingency must be included to cover emergency maintenance over and above the amount required to implement the preventative maintenance plan.

Sound financial management shall be applied throughout, and no overspending on this budget item shall be permitted without the prior approval being sought as contained in the Finance Policy. The maintenance amount must be optimally utilised to ensure that the school complex is in the best possible condition.

The insurance needs of the school must be determined, and all facilities must be insured at replacement value, as far as possible. Any insurer requirements must be adhered to so that cover is maintained.

6. CAPITAL EXPANSION AND UPGRADES

Any capital expansion or upgrade of facilities shall be in line with the RGJS strategic plan and approved by the SGB. Approval by the SGB must include detailed motivation on how the envisaged work would be for the benefit of the school and school activities.

All expansions and upgrades are to take into account the current building, energy efficiency and heritage legislation and regulations. Additionally in terms of section 36(4) of SASA, the governing body may only convert or alter the immovable property of the school with the relevant Member of the Executive Council's approval. This approval must be obtained by the SGB before a project can commence.

If an upgrade involves the expansion or an existing building or construction of a new building, all the required building plan approvals must be obtained from the City of Cape Town before any construction begins.

The SFC shall be responsible for the coordination and management of any project for capital expansions and upgrades. The SGB shall have oversight on the SFC to ensure that the project outcomes are achieved and any budget allocation is spent responsibly.

Depending on the project requirements and scope it may be required to procure the services of 3rd party contractors or consultants. These may include, but are not limited to, architects, structural or civil engineers, electrical engineers, mechanical engineers, electricians, plumbers and building contractors. Any 3rd party services shall only be engaged after a comprehensive and transparent procurement or tender process that conforms to the school's procurement policy. Any appointment of a 3rd party will be approved by the Principal as supported by the SFC recommendation where relevant.

All work performed by 3rd party contractors and consultants will conform to all required regulations and legislation. All payments will only be approved when accompanied by a payment certificate signed by the SFC or their appointed representative or the Principal in terms of the Financial Policy.

During the approval phase of the project the SFC shall be responsible for producing an estimated budget for the work. The SGB will approve the estimate and be responsible for providing the funds using the mechanism which the SGB and finance committee deem appropriate.

As accepted by the School Governing Body on 23 of November 2021

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