

TABLE VIEW HIGH SCHOOL

BUILDING, GROUNDS AND MAINTENANCE POLICY 2025

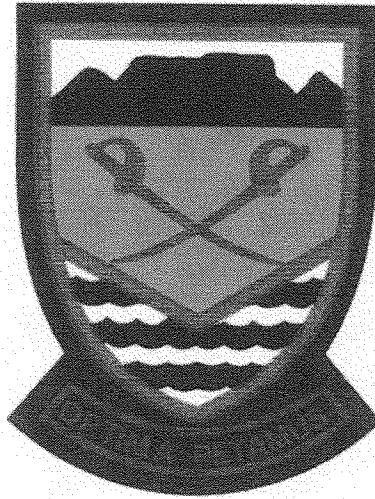


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1. MAINTENANCE POLICY

2. EFFECTIVE DATE	--/ --/2025	3. DATE OF NEXT REVIEW	--/--/2028
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5. PREAMBLE

This document constitutes the maintenance policy of Table View High School. The policy recognises the fundamental values in the Constitution of the Republic of South Africa 108 of 1996, as well as the applicable provisions of the South African Schools Act 84 of 1996 (hereinafter 'SASA').

6. PURPOSE

33 & 34

To ensure a safe, secure, clean and well-maintained environment for the all-round education of the learners. To assist in upgrading and maintaining Table View High School s' buildings, grounds and property.

7. LEGISLATIVE FRAMEWORK

1 & 21

In terms of section 13 and 55 of SASA, the state, and not the school, is the owner of the grounds and buildings occupied by the school. However, the school has the right to occupy and use the property. All assets that the school possesses or acquires, belong to the school. The school is the juristic person, with legal capacity to perform its functions in terms of the relevant legislation.

11

Section 13(2) of SASA provides as follows:

Public schools on State property

(2) Subject to section 20(1)(k), a public school which occupies immovable property owned by the State has the right, for the duration of the school's existence, to occupy and use the immovable property for the benefit of the school for educational purposes at or in connection with the school."

2

In terms of section 20(1)(g) of SASA, the school governing body must administer and control the school's property, including the grounds and buildings occupied by the school, but this must in no way interfere with the implementation of a

decision made by the Member of the Executive Council(MEC) or Head of Department (HOD) in terms of any law or policy. **13 & 15**

8. MAINTENANCE 94

Section 20 of SASA defines several functions and competencies that apply to all governing bodies. Section 21 in turn deals with governing body functions that may be allocated to a governing body, either by the HOD upon application or the MEC by way of publication in the Provincial Gazette. The maintenance and improvement of the school's property, as well as the buildings and grounds occupied by the school, including is a section 21(1)(a)(or allocated) function, which a school may only perform if it has the competency to do so.

- The maintenance team, overseen by the Principal (Head of Grounds and Buildings) is responsible for the maintenance of the property. **28**
The maintenance of the buildings, grounds and facilities is aimed at countering the structural deterioration of the school complex, keeping the buildings, grounds and facilities in a satisfactory condition, and ensuring that the school complex is aesthetically pleasing. **42**
 - The Grounds and Building Sub Committee, elected by the SGB, will comprise of: **31 & 40**
 - The Principal
 - 2 Parent Members **28**
 - A Secretary
 - The Foreman **43 & 44**
 - The Sub Committee will meet at least once a term to participate in the facilities maintenance planning process and will be included in follow up efforts to document and implement decisions. **30 & 32**
 - The chairperson of the Grounds & Building Sub-committee will act as the chief maintenance auditor and the remainder of the members as the auditing team as elected by the governing body. **43 & 44**
- (Please see annexure A attached: Roles & Responsibilities of the Chief Maintenance Auditor including scope of work for audit) **41 & 42**

- The maintenance team will consist of the following:
 - An Estate Manager/Foreman
 - 7 general workers (of which two must be female)
- The Estate Manager/Foreman will meet with the Principal every morning to discuss various issues around maintenance and the employees' work schedule for the day and any emergencies.
- The Estate Manager/Foreman will issue each worker with a Daily Schedule and monitor progress during and at the end of each day.
- Facilities audit will be stored in the school safe, located in reception, when completed. The data will be used to inform the planning process, policy-making, short and long term planning and day to day operations as appropriate. The findings will be used to establish benchmarks for measuring equipment life and maintenance progress. **37, 45, 46 & 47**
- Although, the school will be cleaned on a daily basis, a quarterly spring clean will take place during the school holidays whereby large maintenance work can be undertaken.
- Publicizing the facilities maintenance planning process to staff will be through the SSE on a yearly basis and parents on a 3 yearly basis. **29**
- No person will be allowed to conduct any business on the school property to supplement school fund. **19**
- The annual budget includes an amount earmarked for maintenance, which must be utilised to rehabilitate those parts of the school complex that show signs of decay. Parents are expected to approve this amount at the annual budget meeting. Please make reference to the Budget where daily running costs are indicated under Grounds & Buildings and Fields and see capital items budgeted for the year. **27**
- Sound financial management shall be applied throughout, and no overspending on this budget item shall be permitted without the prior approval of the full governing body.
- The maintenance amount must be optimally utilised to ensure that the school complex is in the best possible condition.
- If a capital item/repair is needed, 2 quotes will be obtained and submitted to the Governing Body for approval.
- Before any preventative maintenance programme is instituted, a comprehensive facilities audit must be performed. **70**

- Regular inspections of the school complex, facilities, machines, vehicles and gardening equipment must occur in order to identify spots of decay/deterioration and to compile a repair schedule. The grounds and buildings committee must compile a roster according to which these inspections should be carried out. 39

- The maintenance needs of the school complex must be prioritised annually for the most urgent matters to be dealt with first.
- Periodic surveys of the maintenance needs pertaining to the buildings, grounds, machines, vehicles and gardening equipment must be conducted.
- All manufacturer supplied user manuals must be examined for guidance on preventative maintenance strategies for each targeted piece of equipment and records of efforts must be maintained. 71 & 72

- The safety of all electrical installations must be checked and ensured. 75
- A resolution on securing the buildings and grounds must be adopted and implemented.
- A resolution on the corporate image (colour scheme) of the school complex must be adopted with the governing body's concurrence.
- The insurance needs of the school must be determined, and all facilities must be insured at replacement value, as far as possible. The school has comprehensive insurance on the content and all immovable property of the school. 24

- The maintenance of the school complex will be done by the Estate Manager/Foreman, includes the following:

- Maintenance of all buildings including rooves 86
- Ensuring that hallways, stairwells, classrooms and passages are well lit 105 & 109
- Regular cleaning of gutters
- Maintenance of the grounds and gardens
- Maintenance of all sports equipment, fields and facilities 57
- Pruning and trimming of trees
- Clearing garden refuse
- Removing all dead plant material, garden refuse and waste from the grounds 51
- Immediate attention to broken items
- Swift repair of hazardous materials, such as broken windows 53
- Keeping the area around the outside of the school clean
- Maintenance of the school fence
- Insuring the buildings and facilities
- Securing the buildings and facilities 61
- Maintenance of fire extinguishers and hydrants 58

MAINTENANCE SCHEDULE : 2025		
A	CONTINUE IMPLEMENTATION WATER SAVING PLAN	89
B	DAILY:	
1	Sweep classrooms and passages	
2	Clean all bathrooms – floors/basins and pots (3 times a day)	
	Any graffiti to be reported to Foreman	106 & 107
3	Pick up litter and clean bins	51
4	Clean-up around perimeter of school	
5	Check down pipes and repair if necessary	82
6	Water fields, cut hedges and clean flower beds and fields	
C	WEEKLY:	
1	Check lights/switches – replace bulbs/repair switches if necessary	
2	Check all windows/latches – repair if necessary	
3	Check drains and clean if necessary	82
4	Clean windows	
5	Prepare pitches (Term 1 and 4)	
6	Water Astro Beams	
7	Weed all paving and quads	
8	Repack and clean prefab store room	
9	Clean windows	
10	Cut fields	
11	Mark/Paint fields	
12	Clean machinery and vehicles as necessary	
D	MONTHLY:	
1	Remove “polle” from all fields	
2	Check cabling - projectors	
3	Sweep Astro	
E	TERMLY:	
1	Fix all backboards for hockey goals and paint	
2	Fumigation, maintenance inside and outside	54
3	Service all machinery	
4	Varnish outside benches	
5	April – All fire extinguishers to be checked/serviced	66
	Fire extinguishers checked annually, certificate kept with Bursar	101
6	All classrooms and passages to be stripped/polished	
7	Pack and tidy storage containers	
F	OTHER TIME FRAMES:	
1	New/fix netting for hockey goals – AFTER EACH SEASON	
2	Maintenance of Vehicles (service/tyres) – WHEN DUE	
3	Repair desks - ONGOING	
4	Paint classrooms – ONGOING	
5	Fertilize all fields in Sept/Oct	88
6	Erect shade ports for grandstands	
7	Build flat bed trailer	

9. LEASE, BURDENING, CONVERSION OR ALTERING OF IMMOVABLE PROPERTY

Section 36(1) of SASA compels the school governing body to take all reasonable measures within its means to supplement the school's resources. The lease, burdening, conversion or altering of the school's property may be utilised for this purpose.

3

The Provincial Minister of Education is the approving authority for the purposes of the implementation of section 36(4) of SASA. The powers granted to the Provincial Minister by section 36(4) limit the authority of the governing body to lease, burden, convert or alter immovable property of the school.

In terms of section 36(4) of SASA, the governing body may only let out, burden, convert or alter the immovable property of the school with the MEC's approval, even if the school has section 21 status. Such lease, burdening, conversion or altering must occur in order to provide for school activities or to supplement the school fund.

It sometimes happens that the governing body receives a request to let out school property, such as the school hall at short notice, which leaves insufficient time to apply for approval from the MEC. A way around this problem would be for the governing body to submit a one-off application to the MEC, with a list of activities for which the school's facilities are usually let out.

14 & 18

Should the grounds and buildings committee believe that school property must be converted or altered, or in case of a request to burden or let out the property, the committee must submit such request to the full governing body for approval. No person may alienate any assets owned by the school to another person or body without the written approval of the Provincial Minister of Education.

22

The assets of the school may not be attached as a result of any legal action taken against the school

23

This approval must be minuted, following which the chairperson of the grounds and buildings committee, or a person delegated by the chair for this purpose, must obtain the necessary approval from the MEC. In applying for approval, the following must be considered:

- *The aim of the additions/improvements*
Sound motivation is essential. The envisaged work must be for the benefit of the school and school activities.
- *Building plans*
The application must be accompanied by approved building plans.
- *Budget*
A copy of the minutes of the meetings where the amount for additions/improvements was approved must also be included.
- *Loan*
If the additions are to be funded through a loan, the application for approval of the loan must, in terms of section 36(2) of SASA, be made together with the application for approval of the additions.
- *Income generated through additions, improvements, lease and burdening*
If it is envisaged that the additions, improvements, lease or burdening will generate income, this must also be mentioned in the application.
- *Approval*
Approval must be obtained prior to the commencement of any construction. A lack of response from the Department must not be regarded as approval.
- *Refusal of application*
If the Department refuses the application, the governing body must request written reasons for this decision from the MEC.

10. CONDUCTING BUSINESS ON SCHOOL PROPERTY

Section 36(4)(a)(ii) of SASA provides for the conducting of businesses on school property. Any persons or ventures who wish to conduct a business on the school's property must submit a business plan to the grounds and buildings committee. The committee must consider the plan and, should they believe that such business can be conducted on the school's property, submit it to the full governing body for approval. A business may be permitted only if it will supplement the school fund, and if its activities will not be hazardous or disruptive to the learners. No political party activities may be conducted at the school during school time determined by the governing body of the school. The school may not allow the display of material political party nature on its premises unless such political party material is related to the curriculum at the school. **16 &**

After the governing body has approved the conducting of the business on the school property, the chairperson of the grounds and buildings committee, or a person delegated by the chair for this purpose, must apply for approval from the MEC.

11.SAFETY/SECURITY

ACCESS

73 & 104

- Entire school is fenced in
- There are 6 external gates
- School is fully alarmed **95 & 96**
- Estate Manager deactivates alarm at 06:15 and activates again at end of day.
- Security Company sends SMS to Principal when alarm is activated or deactivated.
- School is linked to Armed Response with our service provider.
- Our Neighbourhood Watch does early morning patrols and keeps an eye on our learners walking to school. The School Safety Patrol do walks in the morning.
- Pedestrian and vehicle visibility is monitored by the appointed Road Safety Team. The team assists learners in the morning, before school and in the afternoon after school. **64**
- During holidays, our Neighbourhood Watch keeps an eye on the building.

- All gates are to be unlocked at 07:00 by the worker on duty for that week.
- Learner gate is locked by the general worker at 07:55.
- General worker unlocks learner gate and side gate at 14:30.
- Worker on duty to ensure all doors are secure, windows closed and gates are all locked again at 16:00 by the worker on duty. **61 & 99**

- Visitors to enter school grounds through the small gate in front of the school
- Visitors to sign in at the security hut (camera on gate)
- Security to establish who the person is and allow access
- Visitor to ring bell at front door of school
- Secretary to unlock door
- Visitor to report to secretary's office and sign a register
- Secretary to give visitor a visitors sticker

- High risk areas such as the Admin/office area of the school is secured with gates operated by pin codes, staff and prefects have access **96**
- The entire school is alarmed at night. Only Management and the Estate Manager have keys and the code to the alarm.

SURVEILLANCE

- There are 30 cameras strategically placed throughout the school – they cover fields, some gates, some passages, some classrooms and some quads.
- Cameras continually record activity
- Footage backdated up to three days can be viewed **63, 65 & 96**

EVACUATION PROCEDURE

67 & 69 & 116

- FIRE : a long bell is rung at intervals. CLOSE WINDOWS
Learners pack their bags as quickly as possible and lead out in single file – following the route indicated by the educator. Bags are to be placed in front of the pavilion. 77
- BOMB : a short bell is rung at quick intervals. OPEN WINDOWS IF POSSIBLE. Bags to be left in classroom. Learners lead out in single file and follow the route indicated by the educator.
- CIVIL UNREST : a continuous bell is rung. LEARNERS TO REMAIN IN CLASS – SIT UNDER DESK . EDUCATOR TO LOCK DOOR.
EXCEPTION: Annes/Sport Fields – make way to hall.
- FIRST AIDERS to report to the field with First Aid equipment.
- Educator in charge of CLASS LISTS to hand relevant class lists to GRADE SUPERVISORS.
- ROLL CALL to be taken. Educator must physically see learner answering "yes".
- ML (one of three Safety Officers) reports to field with walkie talkie
- RC and ES (the other two Safety Officer - also carrying walkie talkies), check the school building (including bathrooms, etc) to ensure that it is cleared.

SIGNAGE & EMERGENCY NUMBERS

110

- Assembly points are indicated as per Evacuation Plans (fire, bomb, civil unrest)
- Evacuation Routes are as per indicated on floor plan (see attached)
- A list of emergency numbers are strategically displayed around school (see attached) as well as in offices, classrooms etc.
- Chemical storage and disposal are as per safety measures in Science Policy

PERSONAL SAFETY: LEARNERS

- There are 25 prefects on duty every break to ensure the safety of the learners
- The perimeter fence (30m area from fence) is out of bounds to all learners during the school day.
- Class teachers are responsible for learners during periods – they are not allowed to leave their classes unattended. Teachers are to lock their classes when leaving after school. 100
- No learner is allowed to be put out of class during lesson time.
- Random search and seizures are conducted when necessary. 103

PERSONAL SAFETY: WORKERS

- All workers are issued with safety boots
- Face shields are to be worn when working with the weed eater
- Earmuffs are to be worn when driving the tractor
- Face masks are to be worn when spraying weed-killer
- Safety goggles are also supplied.
- Only the Estate Manager and the worker who has been trained in welding may weld and a welding safety mask must be worn at all times.

GENERAL SAFETY PRECAUTIONS

- Machinery is not allowed to be used during break times
- When spraying weed killer the area is to be taped off
- All educators and non-teaching teaching staff are checked against the sex offenders register before being employed
- Electrical panels are restricted **75 & 112**
- All workers and educators are reminded to responsibly manage energy use by remembering to switch off lights and projectors when not in use. **76**
- Switches and controls are properly located and protected: DB boards are strategically located around the school and are behind a locked steel door **111**
- Workshops and other hazardous storage areas are kept locked. **113**
- The Head of Department may close the school temporarily in the case of an emergency if he or she believes on reasonable grounds that the lives of learners and staff are endangered or that there is a real danger of bodily injury to them or of damage to property. **12**
- Safety audits, school safety diagnostics, fire extinguisher register, evacuation drills conducted and copies of monitoring tools are kept in the Health and Safety file in the Admin block for the schools Safety Officer **117**
- The Health & Safety file contains a copy of the schools electrical certificate, the original is kept in the safe. **118**
- Important school files/records etc are maintained in a locked, vandal proof safe **114**

BUSINESS & EDUCATION CONTINUITY

115

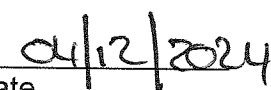
- Load Shedding- The school is unaffected and classes continue as normal. The school has installed an inverter system that caters to everyone's needs. **52 & 75**
- Communication systems- The school has a back-up system in place for the server, the cloud is also used. **68**
- All communication via the school intercom will be done by the receptionist at specific times **85**
- Nuclear disaster- Disaster Management is contacted and we will follow the guidelines as set out by Koeberg Nuclear Power Station.



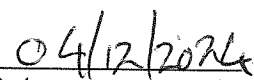
Ms R Cummings
Principal



Mr C Rust
Chairperson: SGB



Date



Date