



MAINTENANCE AND REPAIRS

All maintenance and repairs to education properties are controlled by the **Technical Services Department**. In the first instance, any submission for maintenance and repairs should be logged into the schools property log book and signed by the schools property inspector, who is responsible for day to day maintenance in the school. If difficulties are experienced in progressing maintenance issues these matters should be brought to the attention of the education office.

All educational properties lie within an area allocated to an area property inspector who is responsible for all aspects of building maintenance. Other inspectors are responsible for heating installations, electrical installations etc in these areas. The names of the inspectorate for each school have been sent to heads of educational establishments.

The size of the area and the number of properties supervised by each inspector varies greatly depending on the geographical location and the total number of staff available. It is the duty of each area property inspector to have a close knowledge of the area he/she supervises and therefore all properties are visited as frequently as possible to assess what work requires to be done. The frequency of such visits may, however, be far short of the ideal due to a variety of circumstances.

Contact with the inspectorate for the area is vital if heads of establishments are to keep themselves informed of progress on work which is proposed or authorised. In cases of continuing difficulty heads of educational establishments should write to the Strategic Director - Community requesting that the matter be taken up with the **Technical Services Department**, if appropriate.

It should be noted that where an adaptation or improvement to the building is required a letter stating the reasons for the request must be submitted to the education office. As with repairs and maintenance, only the most urgent and essential work will be authorised meantime.