

## **Building and Equipment**

(Regulation 103, & 115. Quality Area 2,3)

### **Purpose**

To ensure the building and equipment used in the centre is safe and in good repair.

### **Definitions**

Building – A permanent fixed structure forming an enclosure and providing protection from the elements.

Equipment – The necessary articles for a purpose.

### **Procedures**

- Daily safety checklists of the indoor and outdoor environment are undertaken by staff to identify any potential safety hazards.
- Electrical and fire equipment are tested and tagged regularly by independent safety specialists employed by the Stonnington council.
- Regular building inspections are undertaken by Stonnington Council's Maintenance Department to assess the state and condition of the centres.
- All maintenance, required on the building, is logged with the council for work to be carried out. As per the Children's and Services Log requirements set out below.
- If equipment is damaged or unsafe it is removed from the children's play area or building and placed in the service yard for repair or disposing of.
- Should the equipment or area of building be unable to be removed, the area will be isolated to ensure no person is able to access it.
- Equipment and or/ area of the building will not be returned to use until it has been repaired by an appropriate technician or replaced.
- All equipment and building faults must be report to office staff.

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**Reviewed:** April 2019

## Maintenance Issue Alerted

Contact Children and Family Services

Email: [cafs@stonnington.vic.gov.au](mailto:cafs@stonnington.vic.gov.au)

Phone : 8290 3341 (**Urgent Only**)

## Logging Maintenance Request

Provide full details of request:

- Full explanation of issue e.g. If a water issue - hot or cold, gas or electric system, flooding or dipping
- Location in the building where the issue is e.g. sink in children's bathroom room 2
- Any other issues to be aware of e.g. service closed due to school holidays
- Safety concerns to be aware of

## Request Logged

A Children and Family Services Officer will log the maintenance request with UMS.  
Request will be logged providing service contact person name and phone number.

## Confirmation Job Logged

Once the request has been logged an email response will be sent to the service detailing the Job Number and Priority Timeframe for completion

## Follow Up

If the job exceeds the priority timeline, level of urgency has increased or job update wanted  
**the service is to contact UMS on 9265 5811**  
Ask to speak with someone regarding Stonnington Maintenance then once put through state the Service Name and Job Number

## Job Complete