



MAINTENANCE STAFF POLICY

Document prepared by : Bursar

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I. Introduction

The International Concept for Education is committed to providing a clean, adapted and safe learning environment for the children. For this purpose, Maintenance Staff Policies are implemented.

II. Hygiene

Hygiene staff comprises 10 cleaners cum nannies. They answer to the Bursar, the Administrative Assistant and the Principal.

Their duties are:

- Cleaning the school premises
- Signal any building issue to maintenance staff
- Replace cleaning disposables when needed
- Attend KG children to toilets
- Assist Teachers Assistants when needed
- Service and caterer staff assistance at the school restaurant
- Assist children supervision during Enrichment Curriculum Activities and Emblematic Activities
- Take children to school clinic when requested

They are instructed to:

- Wear disposable gloves when assisting the children at the toilets
- Wear disposable gloves and use disinfectant when cleaning body fluids
- Wear hairnet and disposable gloves during school restaurant service
- Use different cleaning equipment for toilets and common area
- Never leave cleaning products and equipment unattended
- Always lock chemicals in janitor and utility rooms
- Always lock the janitor and utility rooms when not in use
- Disinfects toys, common resources and furniture whenever possible

The cleaning staff has written instructions for how to execute the cleaning tasks of classrooms, toilets and common areas on a daily basis following a daily nominative schedule. A general cleaning of the school is done on a weekly basis. A deep cleaning of the school is executed on each break.

Visual control is made on a daily basis by Administrative Assistant. A form is filled and uncompleted work can be sanctioned by disciplinary action.

III. Maintenance

Maintenance staff comprises 1 staff provided by Luna company and one Office Boy. Lifeguard can assist if needed when not in duty. They answer to the Resources & Facilities Supervisor and the Principal.

Their duties are:

- Execute daily maintenance work
- Setup classrooms, stage, etc. when needed
- Assist the teachers in physical tasks when needed

- Accompany external contractors in the school
- Signal any building issue to the Bursar

They are instructed to:

- Never leave maintenance equipment and ladders unattended
- Always lock maintenance storage when not in use
- Set up a security perimeter when executing an emergency maintenance work during school hours

Visual control of is made on a daily basis by Administrative Assistant.