

P7.1-PP-MGS

Premises Maintenance

1. Purpose and Scope

This policy deals with the assessment and monitoring of the current standard and state of repair of MGS's premises.

It deals with the requirements of:

- National ELICOS Standard P7: Premises – compliance with legislation and regulations
- NESA Guidelines, Requirement 4.1.8: Premises – compliance with legislation and regulations

2. Responsibilities

The **PEO/Headmaster** will be responsible for implementing this policy, disseminating its contents to teachers and other staff members as appropriate, and keeping it updated.

3. Assessment and Monitoring of the State of Repair of the Premises

Before MGS moved into its current premises a Final Occupation Certificate, meeting the City of Sydney Council's requirements for educational premises, was obtained. This demonstrated the premises met Building Code of Australia (BCA) requirements for Class 9b Educational Facilities. Requirements relating to emergency lights, airflow, egress, human capacity of the premises, emergency exit signage, fire safety, door and corridor widths, disabled access and toilet facilities were checked.

Fire Safety Certificates are obtained annually by the owner and copies provided to MGS. These demonstrate that each essential fire safety measure specified in the building's current Fire Safety Schedule has been assessed by a properly qualified person and was found to be capable of performing at least to the standard required by that schedule.

MGS works closely with the Building Manager of 225 Clarence Street to ensure that compliance with regulations is maintained.

Any change to the premises or fit-out will be assessed for continued compliance with legislation and regulations, if necessary by the engagement of an appropriate professional. Should any doubt emerge as to the premises' continued compliance with current or future relevant legislation and other regulations, an appropriately qualified building surveyor will be engaged to check the premises and, if necessary, recommend upgrades to achieve compliance. City of Sydney Council's Building Approvals Unit provides such as service.

4. Revision history

Version	Date	Description of Modifications
1	29 Mar 2015	Original Draft
1.1	22 Mar 2016	Role and Procedure changes
1.2	18 Mar 2018	Terminology, Role and Procedure changes
2.0	27 Mar 2023	Reviewed Policy