

Premises Manager and School Caretaker Task list

Daily (only when onsite) :

CLEANING Inside - Empty classroom recycling bins
CLEANING Outside – mostly grounds: litter picking, clear leaves, sweeping if needed, check field perimeters. Involves daily walk around school site, including field and areas at the front of the school building, and pedestrian path etc. During walk round, check for animal deposits, especially on playground and field
CLEANING Outside or Inside - Carry out any emergency cleaning as required

Weekly / as needed from walk-round assessment (necessary training courses will be provided):

CLEANING Outside - Empty playground bins
CLEANING Outside – wipe down front door, brush front door external entrance floor area, wipe down porch keypad and tile above.
CLEANING Outside - Clean magnet and lock on gate
MAINTENANCE - Monitor and fill-in rabbit and mole holes, wasp nests etc. Obtain external pest control after discussion with the School Business Manager if required
MAINTENANCE - Carry out routine maintenance tasks, from own observations of requirements or tasks communicated by school staff
MAINTENANCE - Monitor the site and report to Head teacher / School Business Manager on the need for repair and maintenance work. Ensure outside areas are well maintained and do not pose a hazard.
MONITORING - Undertake weekly water flushing of not often used taps e.g. disabled shower, for legionella compliance, water testing undertaken by another member of staff.
MONITORING - Undertake weekly fire alarm test

Monthly / Termly / as needed from walk-round assessment (necessary training courses will be provided):

MAINTENANCE - Carry out routine maintenance tasks according to premises and grounds maintenance programme allocated specifically to the caretaker, including findings from Governor's Health and Safety walk around inspections.
MAINTENANCE - Carry out regular checks and maintenance of drains and gullies to ensure free flowing and clean.
MAINTENANCE - seeking quotes from external suppliers / trades for some building projects or emergency maintenance; ensuring works completed to required standard and reporting back to the School Business Manager or Governors when required.
MONITORING – Responsibility for ensuring that the premises statutory inspections are completed on time; both those carried out internally (see below) and by external trades e.g. annual gas inspection, annual Air Source Heat Pump service (Chilworth), under floor heating and boiler (WSG) etc.
MONITORING – first day of every month – record meter readings for gas, water and electricity and give to School Business Manager
MONITORING – conduct regular water testing per frequency stated in the school legionella policy.
MONITORING - Ensure all statutorily required inspections are conducted and recorded in the inspections file e.g. microwave, emergency lighting, ladders. Detailed list with due dates on spreadsheet at the front of the inspections file.
MONITORING - Bi-annual PAT testing of all school portal electrical equipment.
MONITORING - Emergency lighting checks: 30 sec test termly; 1 hour test every 6 months and annual 3 hour test – to ensure batteries still operational.

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Tasks – carry out as required from own observations or staff communication:

CLEANING Outside – fascia boards around the building, at least annually.
CLEANING Outside – brush wash green mould off bowtop metal fencing around the site, especially front of building.
MAINTENANCE - Keep sandpits topped up in season.
MAINTENANCE – Continually monitor the state of repair of external wooden furniture e.g. wooden benches, picnic tables, play frame, sheds, picket fences etc. Repair, sand/rub down and treat with suitable wood treatment when necessary. Wooden benches & picnic tables, sand/rub down and treat annually. Sheds every 1 – 2 years depending upon state of repair.
PORTERING - Transferring goods and materials delivered to the school to appropriate locations around the school site
PORTERING - Movement of furniture in connection with assemblies, e.g. chairs/tables or staging for school plays and parents' evenings.

School Closed:

SECURITY - Provide access to school buildings and set alarm systems when school is not in use to provide access to external contractors as necessary outside school hours and provide snow clearance services. Operate, where necessary, the Security systems on the premises, ensuring that all premises are secure upon departure.
SECURITY - Provide safe access to buildings and classrooms in the event of snow, minor floods and similar emergency situations.

Swimming Pool – Chilworth only - Seasonal (training course will be provided):

MAINTENANCE - Between March to September approximately 5 hours a week cleaning /maintaining pool i.e. hoovering pool floor, clean sides, clean all filters ensure that heating and filter equipment is in working order
MONITORING - school swimming pool ensuring that the water quality is suitable for swimming by testing water quality. Pool testing may only be undertaken after approved training.
MONITORING - Ensure that chlorine tanks are filled up when required and chemical supplies are re-ordered in plenty of time when required. Pool maintenance may only be undertaken after approved training.
CLEANING – sweep outside pool area at least weekly; clean debris and leaves from the pool on a regular basis. Empty pool bin weekly or more frequently if required.
CLEANING & MAINTENANCE - prepare the pool at the start of the swimming season. Power wash all the floor mats, clean the changing rooms, toys etc. clean all the gully behind the picket fence, at the bottom of retaining wall and all around the back of changing rooms. Cut grass, cut back brambles etc where needed. Paint fence railings and identify any repairs can be done in-house. Change pool cover from winter to summer cover. Book annual service. Deep clean pool, turn on heat pump and get chemical levels correct etc.
CLEANING & MAINTENANCE - 'winterize' pool at the end of the season. Power wash all the floor mats, and put away. Put winter cover on. Turn off heat pump and chemical pump. Run pool pump every couple of weeks during winter to keep water circulated etc.