



education

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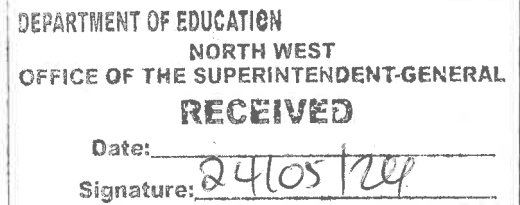
CHIEF DIRECTORATE: PHYSICAL RESOURCE (INFRASTRUCTURE) MANAGEMENT

Enquiries: Mr MPS Makwela
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Date: 13 May 2024

To: Mr M Seshibe
Acting Head of Department

From: Mr MPS Makwela
Chief Director: Infrastructure Management



SUBJECT: REQUEST FOR APPROVAL OF THE MAINTENANCE GUIDELINES FOR DISTRIBUTION TO DISTRICTS AND SCHOOLS

1. Purpose

The purpose of this submission is to establish guidelines for the maintenance of school infrastructure in the province, which aim at standardisation of maintenance practices. These guidelines will ensure that safe and conducive learning environments are created for students while optimising the allocation of resources and ensuring a sustainable maintenance of education facilities in the future.

2. Discussion

The maintenance guidelines are designed to streamline maintenance efforts, optimize resource allocation, and promote best practices in facility management. By implementing these guidelines, schools will be better equipped to address maintenance needs promptly, prioritize tasks effectively, and ensure the long-term preservation of their infrastructure and equipment. Compliance with maintenance guidelines is essential for schools to ensure the safety, functionality, and sustainability of their facilities.

The School Governing Body (SGB) and principal must ensure that the key components of the maintenance guidelines are implemented.

- **Regular Inspections:** Conduct routine inspections to identify maintenance needs proactively and address potential safety hazards.
- **Maintenance Schedule:** Establish a comprehensive maintenance schedule outlining regular tasks such as cleaning, repairs, and inspections, alongside timelines and responsible parties.
- **Resource Allocation:** Implement maintenance activities and monitor maintenance activities and expenditures regularly. SGB members should conduct site visits, review maintenance reports, and seek updates from school management to ensure that maintenance tasks are being carried out as planned.
- **Budget Allocation:** SGBs are responsible for managing the school budget, which often includes funds allocated for maintenance and infrastructure improvements. By exercising effective financial stewardship,



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SGBs can ensure that resources are used efficiently and effectively to address maintenance needs and enhance the learning environment for students.

- **Training and Awareness:** Provide training sessions for maintenance staff on best practices, safety protocols, and equipment usage. Additionally, raise awareness among teachers, students, and staff regarding their role in maintaining a clean and safe environment.

3. Financial Implications

SGBs play a crucial role in managing the budget allocated for maintenance and infrastructure improvements in schools. Here's how effective financial stewardship by SGBs can impact the allocation and utilization of these resources:

- **Prioritization:** SGBs must prioritize maintenance needs based on the condition of existing infrastructure, safety concerns, and the overall impact on the learning environment. By carefully assessing these factors, SGBs can allocate funds to address the most pressing maintenance issues first.
- **Budget Planning:** Effective financial stewardship involves developing a comprehensive budget plan that allocates sufficient funds for maintenance while also balancing other financial priorities, such as staffing, curriculum resources, and extracurricular activities. SGBs need to anticipate maintenance costs and incorporate them into the budgeting process.
- **Resource Allocation:** SGBs must ensure that resources are allocated efficiently to maximize their impact. This may involve exploring cost-effective maintenance solutions, prioritizing preventive maintenance to avoid costly repairs, and leveraging partnerships or grants to supplement funding.

By exercising effective financial stewardship, SGBs can ensure that maintenance funds are used wisely to address the needs of the school and create a safe, conducive learning environment for students.

4. Motivation

Implementing maintenance guidelines in schools ensures safety, protects assets, optimizes budgets, and maintains operational continuity. By prioritizing preventive maintenance, schools can avoid costly repairs, comply with regulations, and enhance educational quality. The commitment to upkeep fosters community pride and long-term cost savings, making it a wise investment in the school's future.

5. Request

The Infrastructure department requests that the maintenance guideline be approved. Upon approval, the document must be disseminated to schools via the districts for immediate implementation. With these guidelines readily available, schools will be empowered to develop their maintenance plans in accordance with the findings and recommendations provided. The first reporting cycle must start in June 2024 and thereafter maintain on a quarterly basis as stipulated in the guidelines. Your prompt attention to this matter is greatly appreciated.



Mr. MPS. Makwela
Chief Director
Infrastructure Management

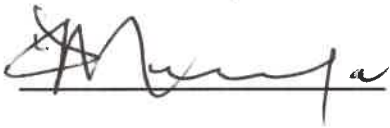
15-05-2024

Date



SUBJECT: REQUEST FOR APPROVAL OF THE MAINTENANCE GUIDELINES FOR DISTRIBUTION TO DISTRICTS AND SCHOOLS

Recommended/~~Not~~ recommended by:



20/05/24

Dr SH Mvula
DDG: IMGS
North West Department of Education

Date

Comments:

Recommended/~~Not~~ recommended by:



23/5/2024

Mr. H Mashao
Chief Financial Officer
North West Department of Education

Date

Comments:

Approved/~~Not~~ approved by:



27-05-2024

Mr. M. Seshibe
Acting Head of Department
North West Department of Education

Date

Comments:

Please Communications to put the guidelines on the website as well, and to email to all the schools.

