

Republic of Vanuatu
Ministry of Education



***A Manual
for the
Maintenance of Schools***

***Prepared by the Training Unit
of the
Public Works Department***

Rural Primary School Rehabilitation Project 1995, funded by the European Union

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THE PURPOSE OF THE MANUAL

This manual has been prepared to assist Headteachers, School Councils, Parent-Teacher Associations, local communities & staff & students to jointly carry out the routine maintenance of their schools.

With little or no technical knowledge or practical skills, it is possible with personal commitment, organisation & the cooperation of those in communities who do have the knowledge & skills, for Headteachers to manage the routine maintenance of their schools using this manual for guidance.

By employing local resources, on a timely & continuous basis, the costs of major building repairs & maintenance can be significantly reduced, especially after the destructive cyclones which strike Vanuatu seasonally.

Much of the continuous effort that is required to make schools the pleasant places that they should be to work, live & play in is rightly the responsibility of the prime users of the school - the staff & students.

By asking students, with the guidance of their teachers, to take on the responsibility to care for their schools will set them an example of group endeavour which may encourage them, when they leave school, to take an active part in civic projects during their adult lives.

There is much expertise & talent amongst those travelling around the country as part of their work or leisure activities. Headteachers are recommended to seek advice from those they come into contact with & who they feel may have something to contribute to the maintenance of their school.

At a time of increasing need to use the resources of the nation wisely, the proper care & maintenance of schools will contribute to the development of the major resource of the country - its children.

Finally, sometime at every school there will be maintenance & repair works that cannot be carried out by local resources. Headteachers are encouraged to use, through their Regional Education Officers, Advisers & Building Maintenance Managers, those having the necessary technical expertise to advise on & organise the execution of these works.

THE MAINTENANCE OF SCHOOLS

THE BENEFITS OF REGULAR BUILDING MAINTENANCE

**It makes the school a pleasant, healthy & safe environment
for students & staff.**

It encourages care for the school & pride of ownership in those using the school.

**It minimises the damage to buildings during cyclones & reduces the cost of major
repairs & reinstatement after cyclones**

**It provides a secure place of shelter during & after cyclones or other natural disasters
for the local community.**

**It assists in protecting the contents of the school buildings from damage during
cyclones.**

It protects & maintains the original investment in the school

THE MAINTENANCE OF SCHOOLS

THE PEOPLE INVOLVED IN MAINTENANCE

HEADTEACHERS

TEACHERS

STUDENTS

SCHOOL MAINTENANCE & CLEANING STAFF

SCHOOL COUNCILS

PARENT TEACHER ASSOCIATIONS

LOCAL CONTRACTORS

**LOCAL CRAFTSMEN
CARPENTERS, MASONS, PLUMBERS, ELECTRICIANS, PAINTERS**

REGIONAL EDUCATION OFFICERS

REGIONAL EDUCATION ADVISERS

BUILDING MAINTENANCE MANAGERS

THE MAINTENANCE OF SCHOOLS

HOW TO AVOID MAJOR BUILDING REPAIR COSTS

- 1 Inspect regularly - at least once each month - & report findings to school council**
- 2 Maintain & repair continually**
- 3 Take immediate action after identifying a maintenance or repair problem**
- 4 Anticipate problems - advise local tradesmen & keep stocks of materials**
- 5 Acquire an inventory of materials, tools & equipment & use only for the school**
- 6 Encourage all staff & students to take care of the school & its grounds**
- 7 Allocate parts & areas of the school to be cared for by specific staff & classes**
- 8 Encourage immediate reporting, by staff & students, of things requiring repair or maintenance**
- 9 Seek advice early if problems of maintenance or repair cannot be solved by the school locally**
- 10 Secure the school buildings well when cyclones are coming.**
- 11 Secure all loose items outside to prevent damage to buildings by windblown objects**
- 12 Wrap & store carefully all teaching equipment & supplies when cyclones are coming to minimise water damage**

THE MAINTENANCE OF SCHOOLS

PROCEDURES FOR MINOR MAINTENANCE & REPAIR WORKS

- 1 Identify the work required
- 2 Call in the local contractor or craftsman
- 3 Inspect the work with the craftsman to decide:-
 - a What needs to be done
 - b How the job is to be done
 - c When the job is to be done
 - d What materials are required & who is to provide them
 - e The cost of the works - labour & materials
- 4 Obtain a written quotation for the works (if necessary written by the headteacher) signed by the craftsman contractor
- 5 Confirm that funds are available for the works or seek funds from the school council
- 6 Buy the materials (if the responsibility of the headteacher) & keep all receipts & invoices
- 7 Instruct the craftsman contractor to proceed with the works
- 8 Inspect the works daily to confirm that the job is being done as agreed
- 9 Pay only on satisfactory completion of the works
- 10 Record all action taken in the schools Building Maintenance Register

DO NOT

- 1 Instruct the builder to proceed without a written quotation specifying

THE MAINTENANCE OF SCHOOLS

PROCEDURES FOR MAJOR MAINTENANCE & REPAIR WORKS

- 1 Identify the works required
- 2 Advise the Regional Education Officer or the Regional Education Adviser & request a visit by the Building Maintenance Manager
- 3 Consult the Building Maintenance Manager & take his advice either to proceed with the works with his assistance or, if beyond his expertise:-
- 4 Request (through the Regional Education Officer or his Adviser) the Public Works Department to inspect & advise

If the job is a major one then Public Works Department may take over the work & relieve the Headteacher of the responsibility for executing the works.'

If PWD decide that the works can be executed through the schools own resources then proceed with the works as for Minor Maintenance & Repair Works.

THE MAINTENANCE OF SCHOOLS

???? WHAT TO MAINTAIN ????

- 1 ROOFS Sheeting, ridges, barges, fascias, soffits, paintwork
- 2 ROOF FRAMING
Timber trusses, joists, purlins, joints between timbers,
anchoring down of timbers to walls
- 3 VERANDAHS Posts, fixings of posts top & bottom, paint to posts
& fixings, soffits
- 4 DOORS Locks, hinges, bolts, paintwork
- 5 WINDOWS Fixings, levers, glass louvres & panes, screening &
fixing beads, paintwork
- 6 SHUTTERS Hinges, holding open hooks & staples, paintwork
- 7 WALLS Plasterwork & paintwork
- 8 CEILINGS Fixings, cover strips, paintwork
- FLOORS Surfaces, paintwork & sealing if any
- 9 CHALKBOARDS Fixings & paintwork
- 10 FURNITURE Desks, tables, chairs, stools, benches, beds,
cupboards, shelves
- 11 WATER SUPPLIES & COLLECTION SYSTEMS
Gutters & brackets, downpipes, water tanks & covers,
taps & supply pipes
- 12 ABLUTION FACILITIES
VIP toilets, permanent toilets, showers, laundries,
septic tanks, soakaways
- 13 SCHOOL GROUNDS
Paths, hedges, grassed areas, gardens, flower beds,

HOW TO MAINTAIN OR REPAIR SCHOOL BUILDINGS

ROOFS

Check all nail or screw fixings to roof sheeting & ridges & verges.

Tighten or replace fixings as necessary.

Check all metal roofing material for rusting. Clean off rust with a wire brush & paint affected areas with suitable metal primer & finishing coat.

Do not paint roofs without first using a metal primer - a galvanised primer for galvanised sheets & a red oxide primer for Colorbond sheets.

ROOF FRAMING

Check joints of timber trusses & tighten as necessary.

Check anchorages of trusses & joists to walls & from purlins to walls. Replace rusted anchor straps or fix additional straps as necessary.

EXTERNAL ROOF TIMBERWORK

Check fixings to fascias, bargeboards & soffits & make good as necessary.

Check for rotten sections of fascias & bargeboards & cut out & replace as necessary.

Wash & sand down & repaint fascias, bargeboards & soffits as necessary.

VERANDAHES

Check timber posts at top & bottom fixings for soundness. If timber posts are rotted or metal posts badly rusted replace whole or parts of posts as necessary. Replace fixings as necessary.

Wash & sand down & repaint as necessary.

DOORS

Oil locks (through tongue holes), levers & hinges.

Check fixings of holding back hooks & staples.

Cut out & replace rotten parts of frames.

Wash & sand down & repaint doors & frames as necessary.

WINDOWS

Clean glass weekly

Check & tighten/replace as necessary fixings to walls & posts

Oil lever mechanisms.

Check glass louvre holders & adjust grip on glass as necessary with pliers or pincers.

Check glass louvres - replace cracked, broken or missing louvres.

Check timber surrounds to louvre windows. Cut out & replace rotten sections.

Wash & sand down & repaint timber surrounds as necessary.

Check flyscreening & fixing battens & repair or replace as necessary.

SHUTTERS

Check & oil hinges & tighten or replace fixings screws as necessary.

Check fixings to holding open hooks & staples & tighten/replace as necessary.

Check shutters & surrounds & repair as necessary.

Wash & sand down & repaint shutters as necessary.

WALLS

Cut out & re-plaster damaged plasterwork & repaint

CEILINGS Check ceiling sheets & fixings & replace/refix as necessary.
Wash & sand down & repaint as necessary.

FLOORS Patch worn areas as necessary to match existing

CHALKBOARDS

Check fixings & repaint with blackboard paint before each term starts.

FURNITURE Check for loose joints weekly & tighten or reglue before further use
as necessary.

Refinish furniture as necessary during school holidays.

WATER COLLECTION SYSTEMS

Check all gutters & downpipes monthly & refix or tighten fixings as necessary.

Clean out all gutters & tops of downpipes monthly.

Lift off water tank covers & inspect insides of tanks once each term.

Wash down & clean out insides of tanks when almost empty.

Check & replace as necessary any insect screening to tank tops, covers
or access holes.

Replace tap washers as necessary when cleaning out tanks.

Check joints of supply pipes & tighten or refix as necessary.

SCHOOL GROUNDS

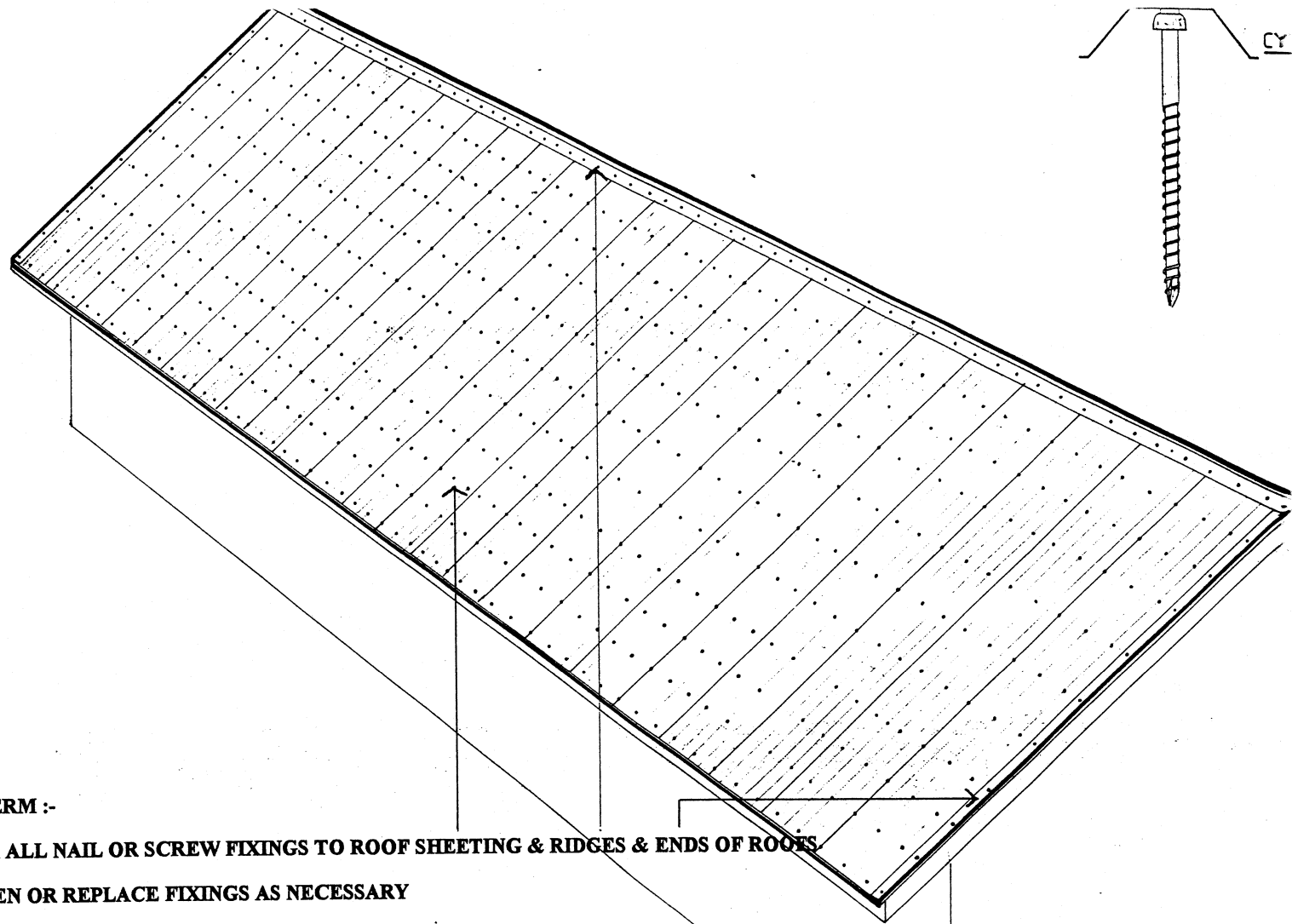
Sweep open areas of ground daily.

Cut grass regularly & dispose of cuttings well away from buildings.

Trim trees or bushes close to or overhanging any buildings.

Cut out loose or rotten branches of mature trees (to avoid damage to
people & buildings during cyclones).

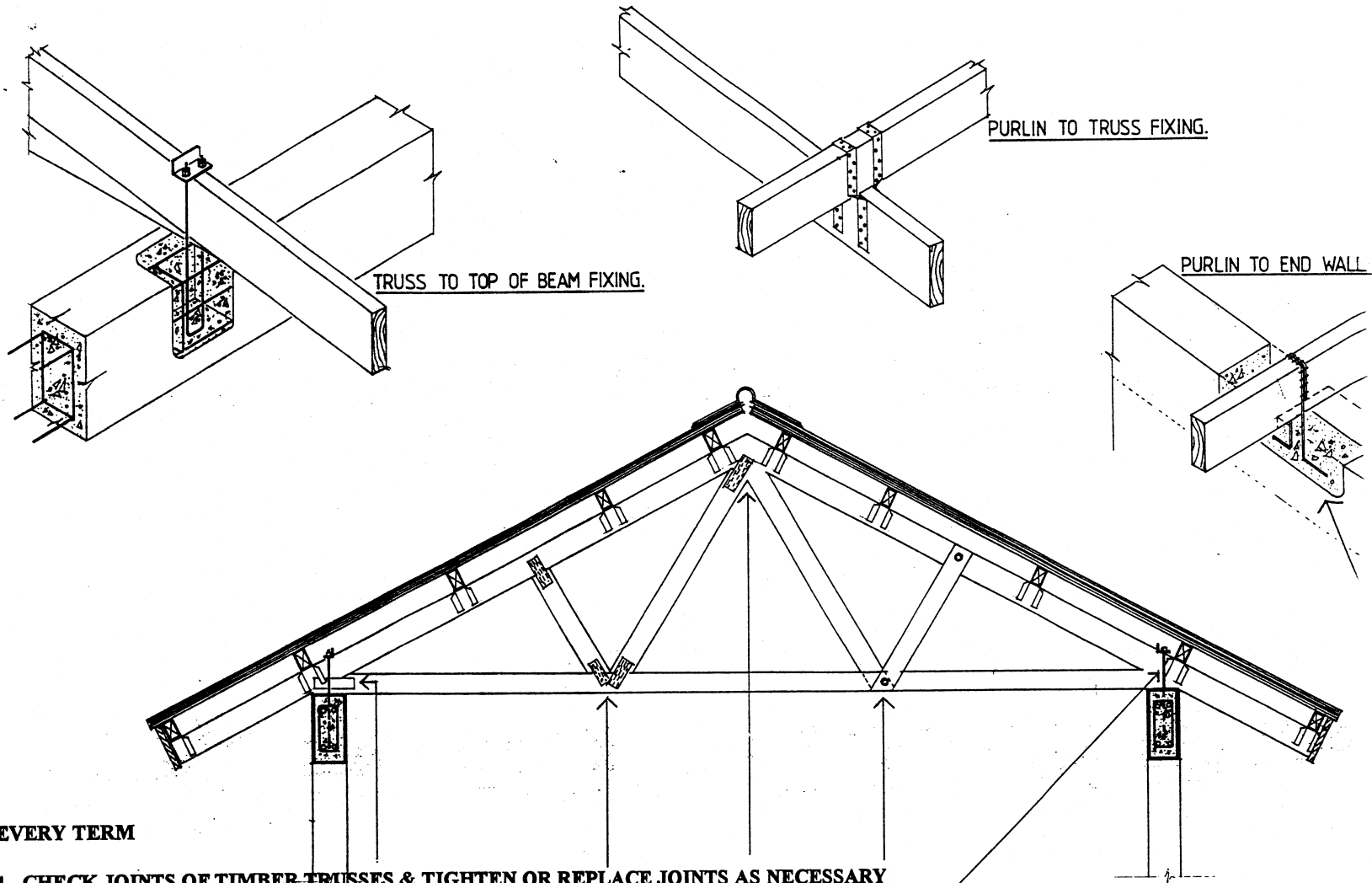
Dispose of litter daily by burning in a rubbish pit well away from buildings.



EVERY TERM :-

- 1 CHECK ALL NAIL OR SCREW FIXINGS TO ROOF SHEETING & RIDGES & ENDS OF ROOFS**
- 2 TIGHTEN OR REPLACE FIXINGS AS NECESSARY**
- 3 CHECK ALL METAL ROOFING MATERIAL FOR RUSTING**
- 4 CLEAN OFF RUST WITH A WIRE BRUSH & SWEEP CLEAN**
- 5 PAINT AFFECTED AREAS WITH A GALVANISED METAL PRIMER & FINISHING COAT**

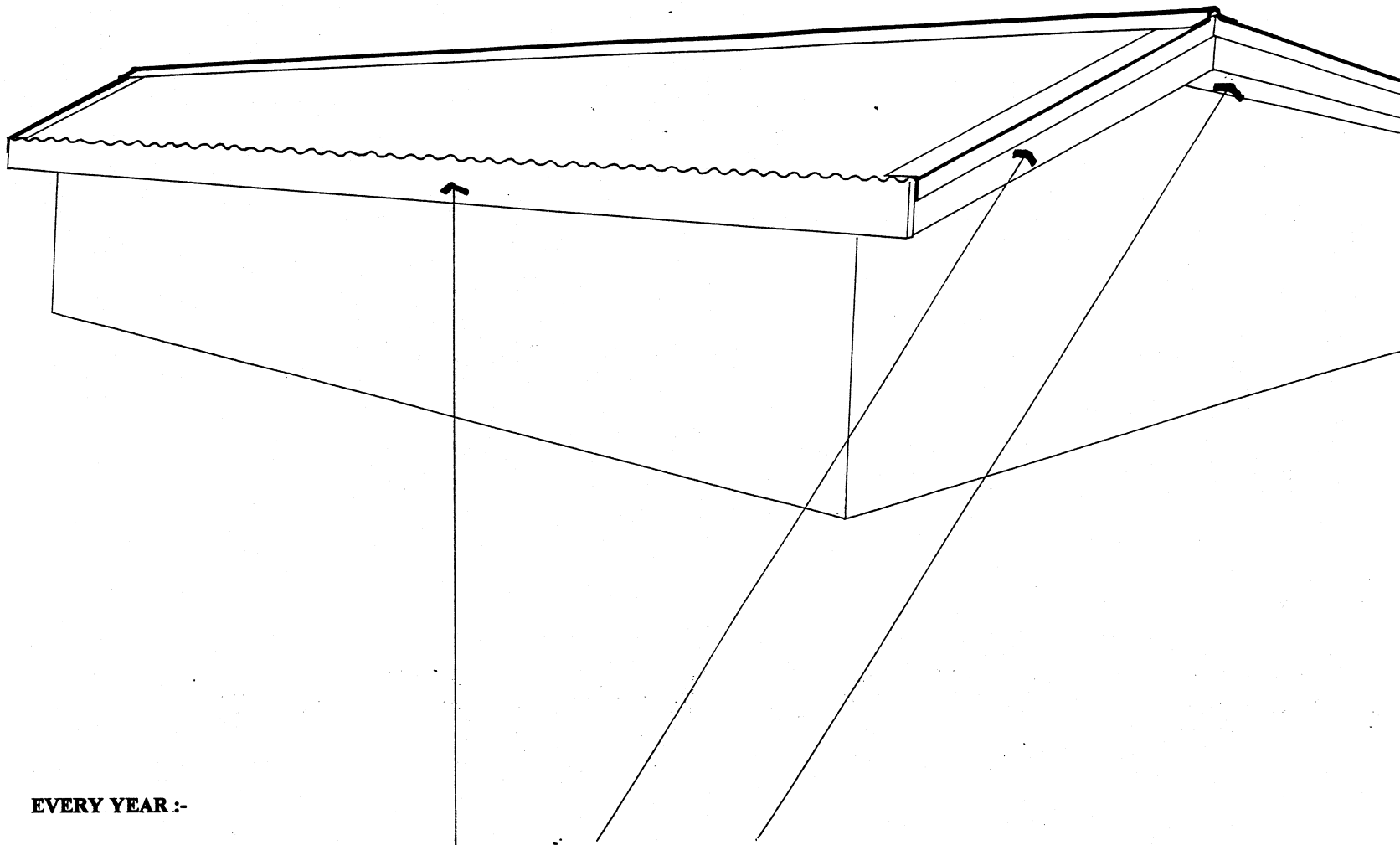
MAINTAINING ROOFS



EVERY TERM

- 1 CHECK JOINTS OF TIMBER TRUSSES & TIGHTEN OR REPLACE JOINTS AS NECESSARY
- 2 CHECK ANCHORAGE OF TRUSSES & JOISTS TO WALLS & FROM PURLINS TO WALLS
- 3 REPLACE RUSTED ANCHOR STRAPS OR FIX ADDITIONAL STRAPS AS NECESSARY
- 4 CHECK FASTENINGS OF PURLINS TO TRUSSES OR JOISTS

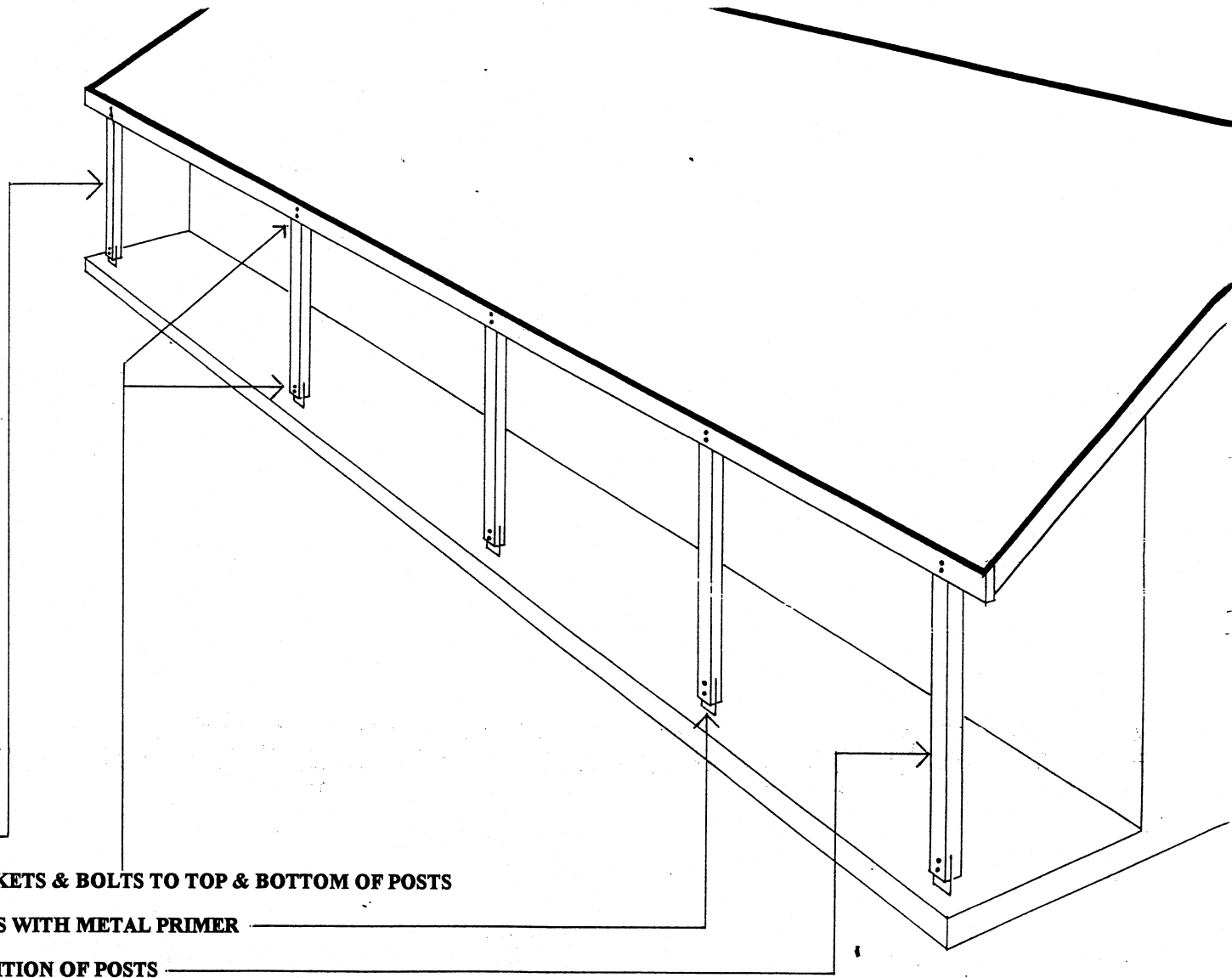
MAINTAINING TIMBER ROOF FRAMING



EVERY YEAR :-

- 1 CHECK FOR ROTTEN SECTIONS OF FASCIAS, BARGEBOARDS & SOFFITS & CUT OUT & REPLACE AS NECESSARY**
- 2 CHECK FIXINGS TO FASCIAS, BARGEBOARDS & SOFFITS & MAKE GOOD AS NECESSARY**
- 3 WASH & SAND DOWN & REPAINT FASCIAS, BARGEBOARDS & SOFFITS AS NECESSARY**

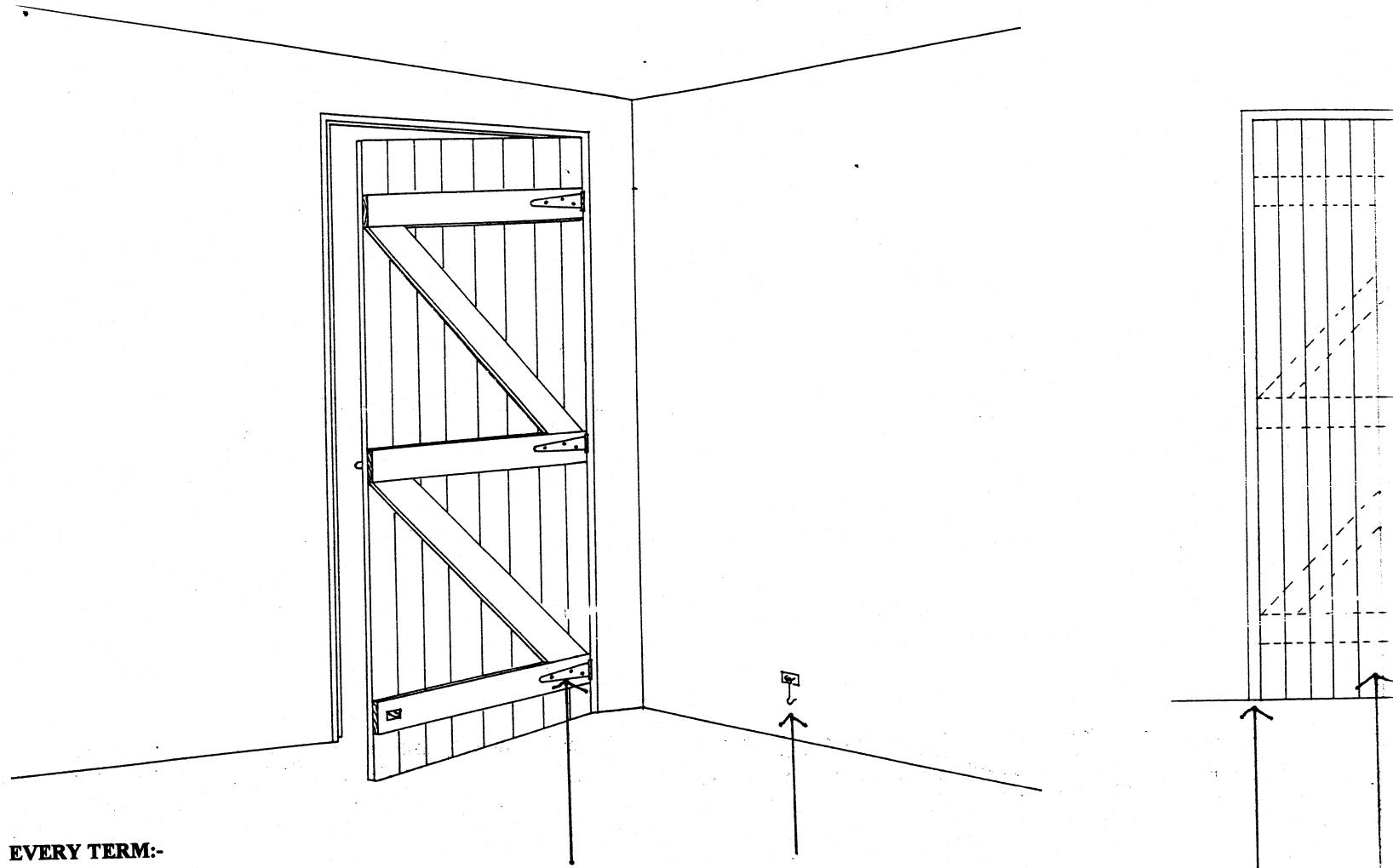
MAINTAINING EXTERNAL TIMBERWORK TO ROOFS



EVERY YEAR:-

- 1 PAINT POSTS
- 2 CHECK BRACKETS & BOLTS TO TOP & BOTTOM OF POSTS
- 3 PAINT FIXINGS WITH METAL PRIMER
- 4 CHECK CONDITION OF POSTS
- 5 IF POSTS ROTTEN CUT OUT & JOINT IN NEW SECTIONS OF POSTS IF REPAIRABLE. REPLACE WHOLE POST IF NOT REPAIRABLE

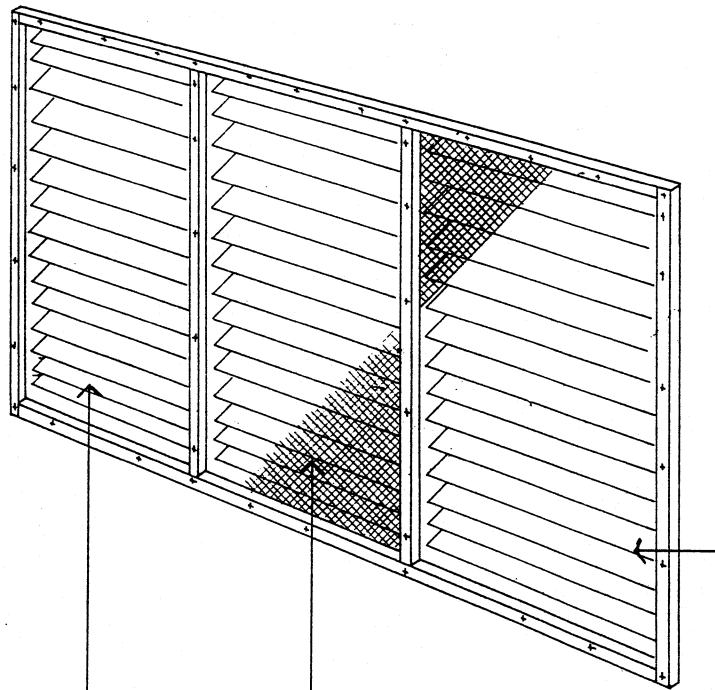
MAINTAINING VERANDAHS



EVERY TERM:-

- 1 CHECK FIXINGS OF HINGES, LOCKS, BOLTS, LEVERS & HOLDING BACK HOOKS & STAPLES
- 2 OIL LOCKS, BOLTS, LEVERS & HINGES
- 3 CUT OUT & REPLACE ROTTEN PARTS OF FRAMES
- 4 WASH, SAND DOWN & REPAINT DOORS & FRAMES AS NECESSARY

MAINTAINING DOORS

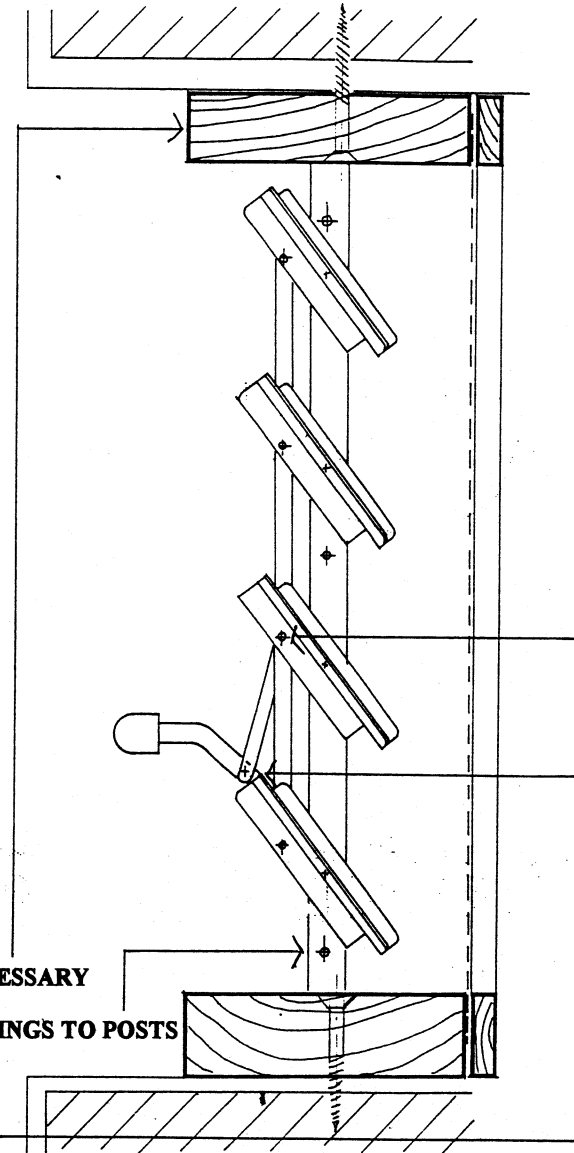


EACH WEEK:-

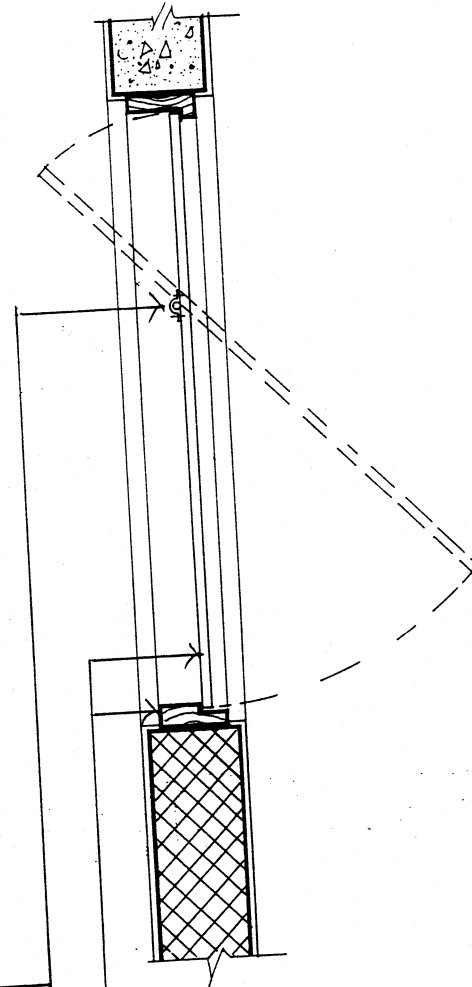
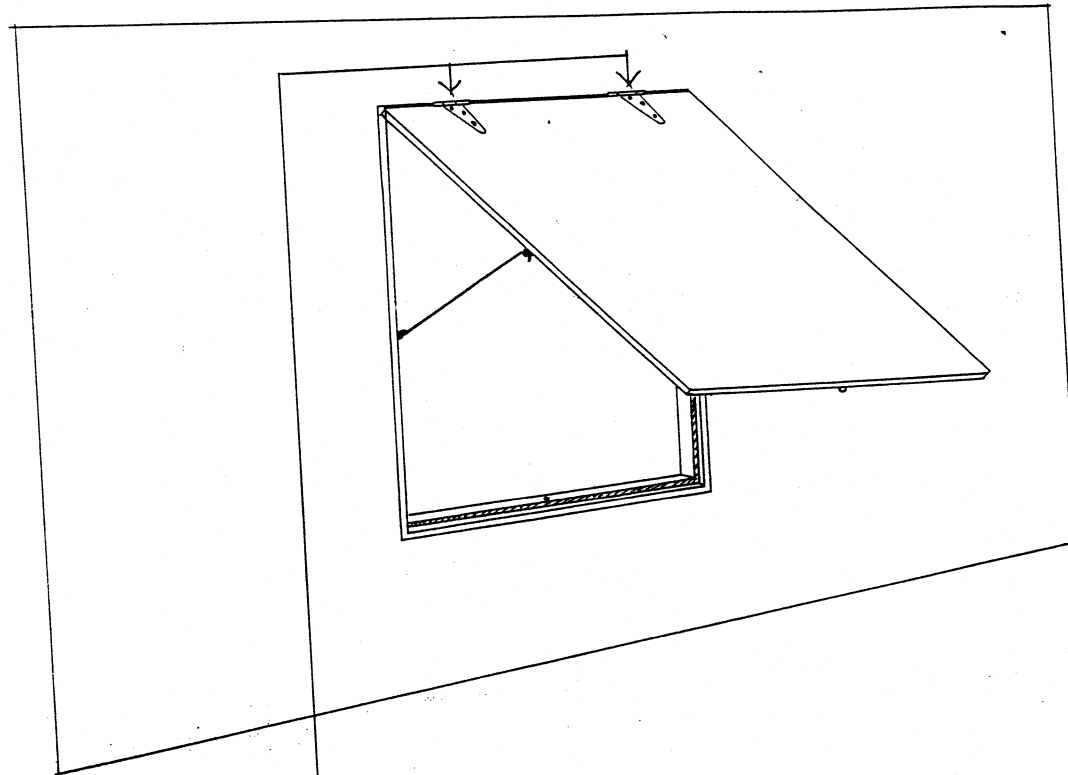
- 1 CLEAN GLASS INSIDE & OUTSIDE
- 2 CHECK FLYSCREENS & FIXINGS & REPAIR OR REPLACE AS NECESSARY
- 3 CHECK GLASS LOUVRES OR PANES & REPLACE AS NECESSARY

EVERY TERM:-

- 1 CHECK TIMBER FRAMES & CUT OUT & REPLACE ROTTEN SECTIONS AS NECESSARY
- 2 CHECK & TIGHTEN OR REPLACE AS NECESSARY, FIXINGS TO FRAMES & FIXINGS TO POSTS
- 3 OIL LEVER MECHANISMS, HINGES & CATCHES
- 4 CHECK GLASS LOUVRE HOLDERS & ADJUST GRIP ON GLASS AS NECESSARY
- 5 WASH & SAND DOWN & REPAINT TIMBER FRAMES AS NECESSARY



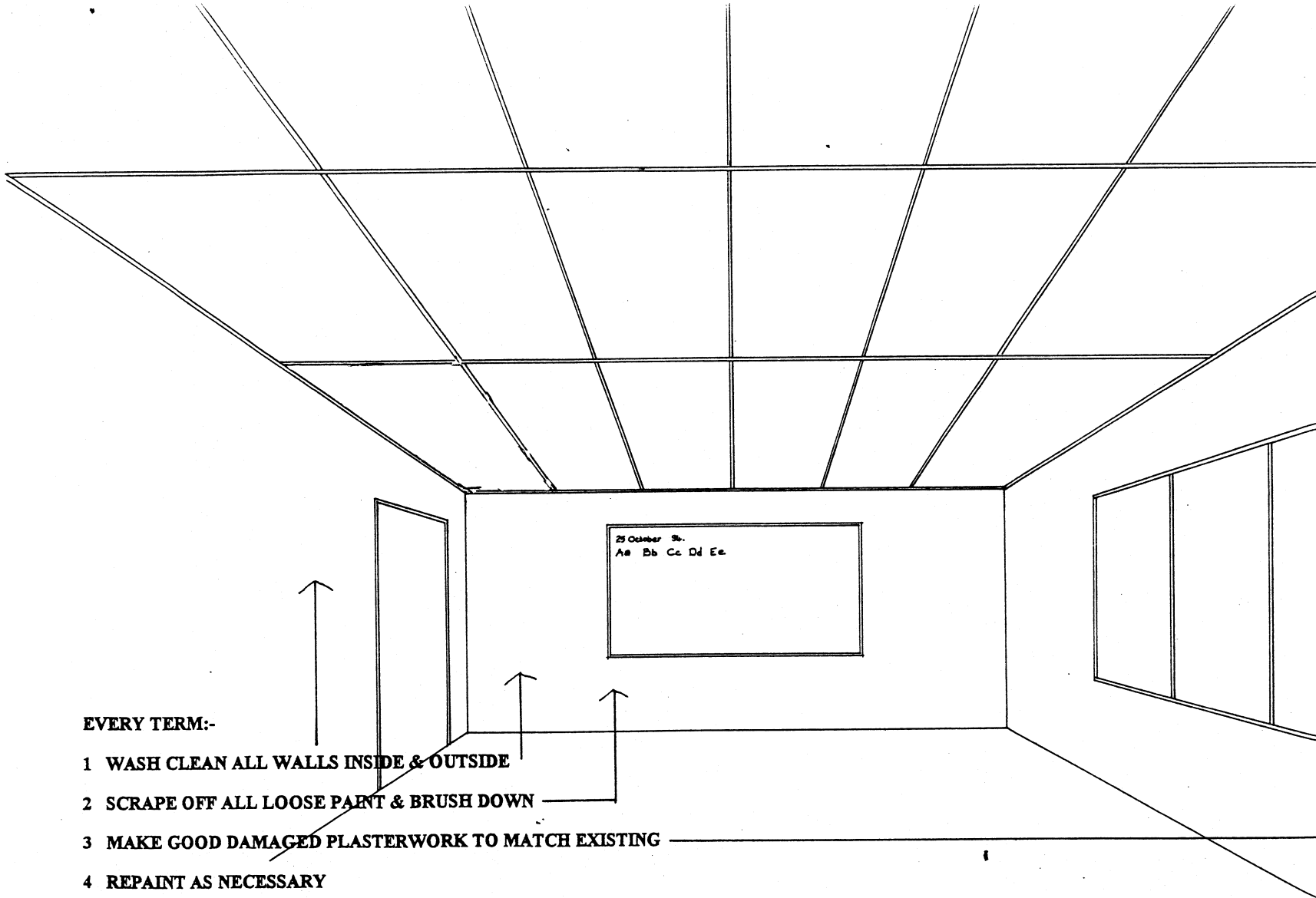
MAINTAINING WINDOWS



EVERY TERM:-

- 1 CHECK FIXINGS TO HINGES & PIVOTS & TIGHTEN OR REPLACE AS NECESSARY**
- 2 OIL HINGES OR PIVOTS**
- 3 CHECK SHUTTERS & FRAMES & REPAIR AS NECESSARY**
- 4 WASH & SAND DOWN & REPAINT SHUTTERS & FRAMES AS NECESSARY**

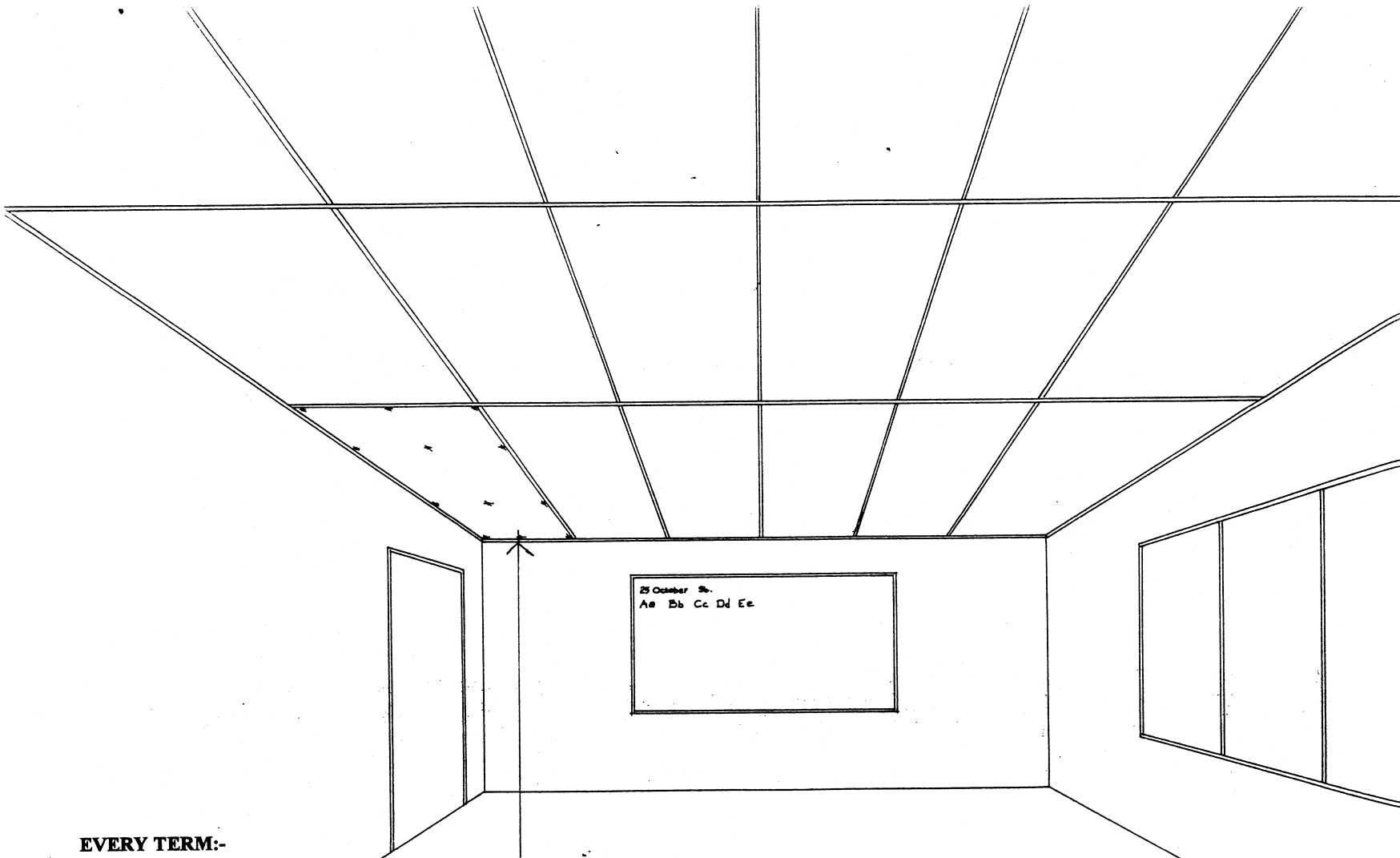
MAINTAINING SHUTTERS



EVERY TERM:-

- 1 WASH CLEAN ALL WALLS INSIDE & OUTSIDE
- 2 SCRAPE OFF ALL LOOSE PAINT & BRUSH DOWN
- 3 MAKE GOOD DAMAGED PLASTERWORK TO MATCH EXISTING
- 4 REPAINT AS NECESSARY

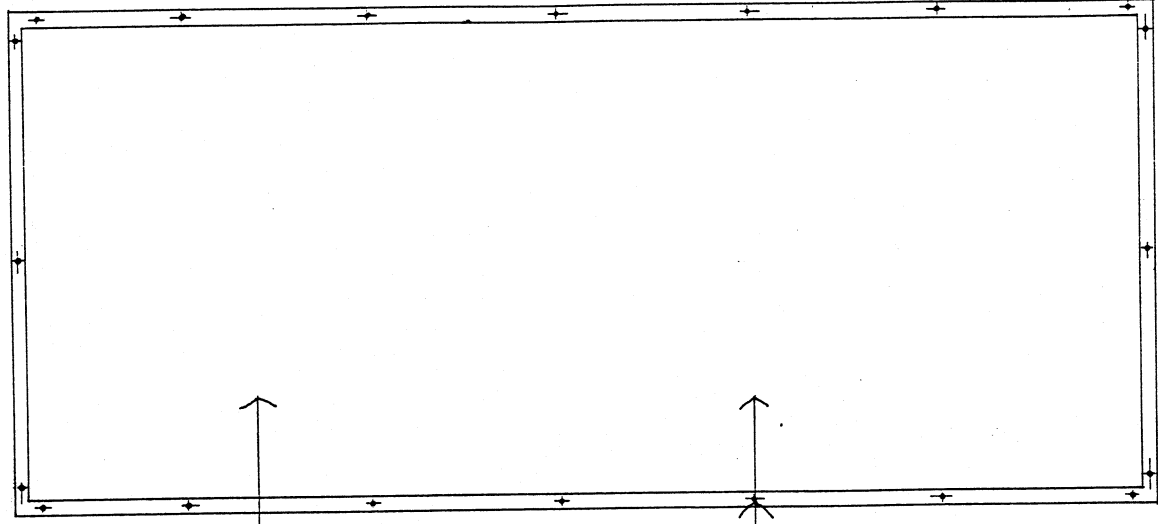
MAINTAINING WALLS



EVERY TERM:-

- 1 CHECK CEILING SHEETS & FIXINGS & REFIX OR REPLACE AS NECESSARY**
- 2 WASH CLEAN**
- 3 SAND DOWN & REPAINT AS NECESSARY**

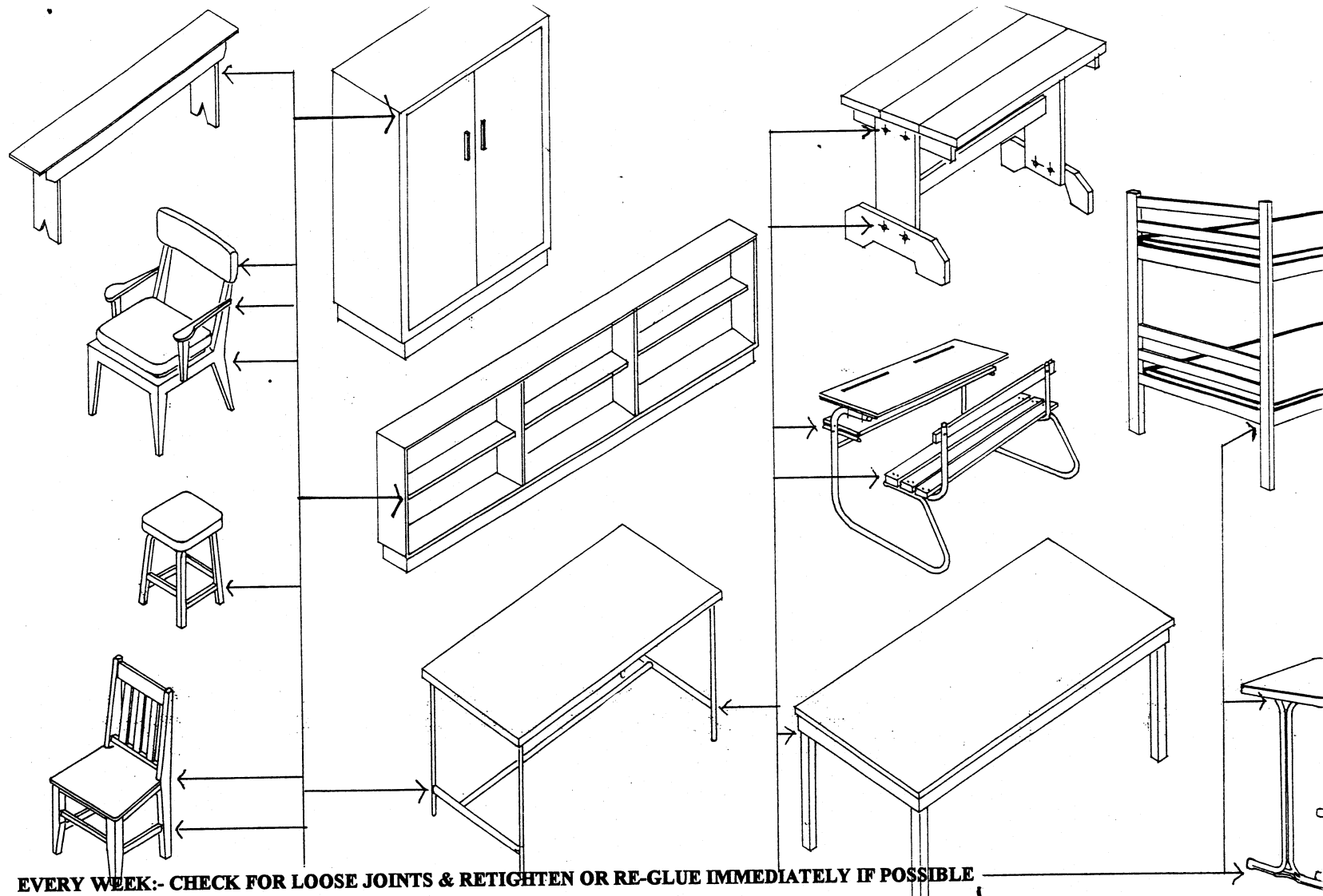
MAINTAINING CEILINGS & SOFFITS



EVERY DAY:- WASH CHALKBOARDS CLEAN

EVERY TERM:- CHECK WALL FIXINGS & REPAINT CHALKBOARDS WITH BLACKBOARD PAINT

MAINTAINING CHALKBOARDS & PINBOARDS

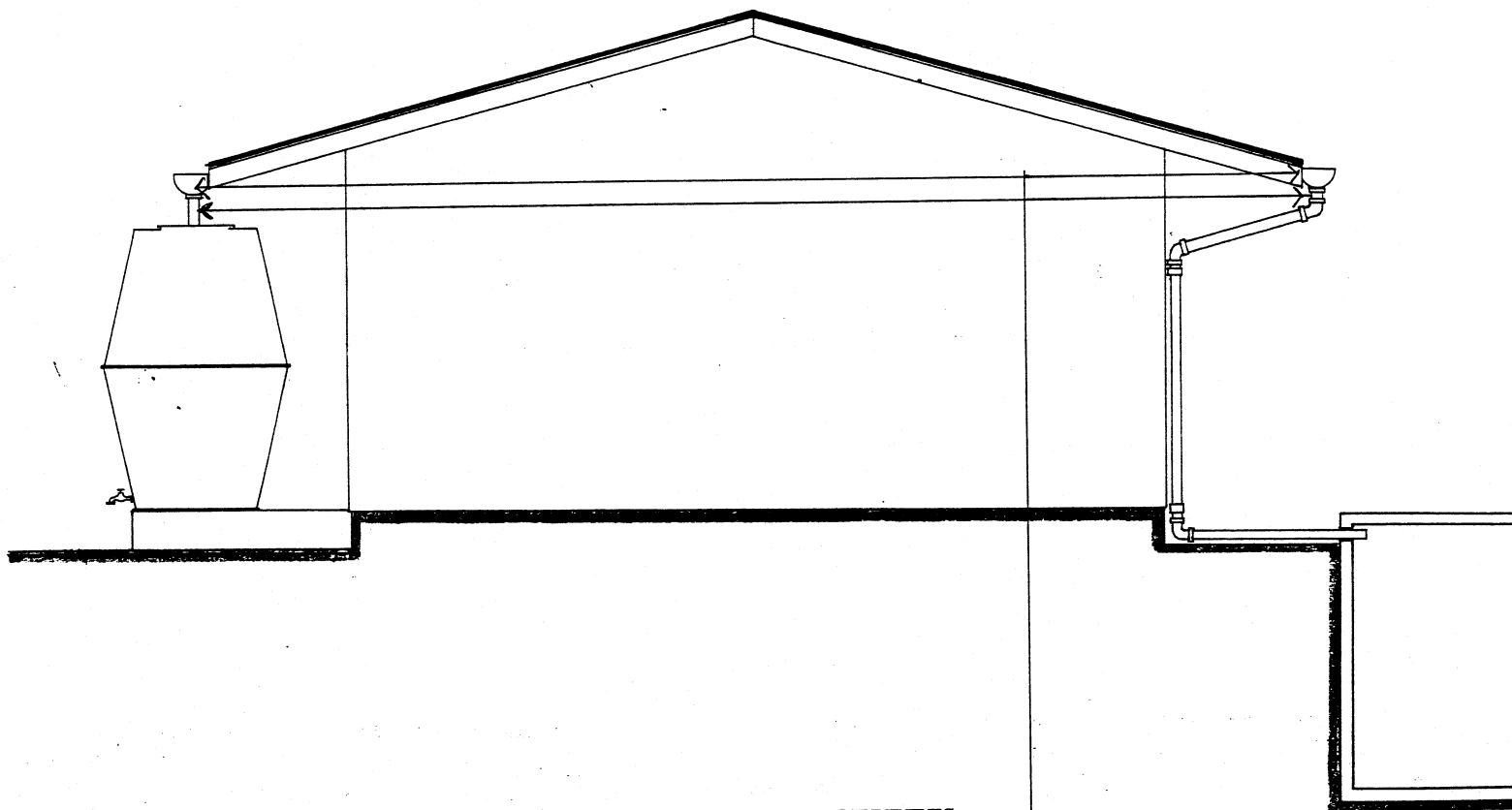


EVERY WEEK:- CHECK FOR LOOSE JOINTS & RETIGHTEN OR RE-GLUE IMMEDIATELY IF POSSIBLE

WITHDRAW ALL DAMAGED FURNITURE IMMEDIATELY - DO NOT RE-USE UNTIL PROPERLY REPAIRED

EVERY SCHOOL HOLIDAY:- REPAIR & REFINISH FURNITURE AS NECESSARY

MAINTAINING FURNITURE



EVERY MONTH:- CLEAN OUT ALL GUTTERS & CONNECTIONS TO TOPS OF DOWNPIPES

EVERY TERM:- CHECK ALL GUTTERS, DOWNPIPES & TANK CONNECTING PIPES & REFIX OR RE-TIGHTEN AS NECESSARY

LIFT OFF WATER TANK COVERS & INSPECT INSIDES OF TANKS. REMOVE ANY HARMFUL MATTER IN TANKS.

CHECK & REPAIR OR REPLACE AS NECESSARY ANY INSECT SCREENING TO TANK TOPS/COVERS/ACCESS HOLES

EVERY YEAR:- CHECK JOINTS OF SUPPLY PIPES & TIGHTEN OR REFIX AS NECESSARY

WASH DOWN & CLEAN OUT TANKS WHEN ALMOST EMPTY. REPLACE TAP WASHERS AS NECESSARY WHEN CLEANING

MAINTAINING WATER COLLECTION SYSTEMS

1. DIG A ONE METRE CUBE HOLE IN THE GROUND WELL AWAY FROM ANY BUILDINGS & STOCKPILE THE SOIL CLOSE TO THE PIT

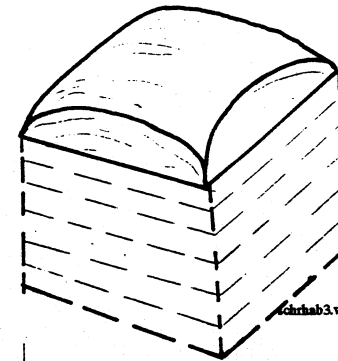
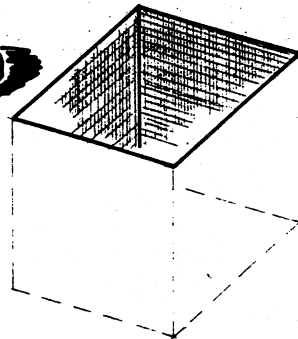
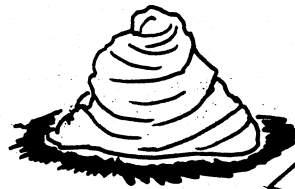
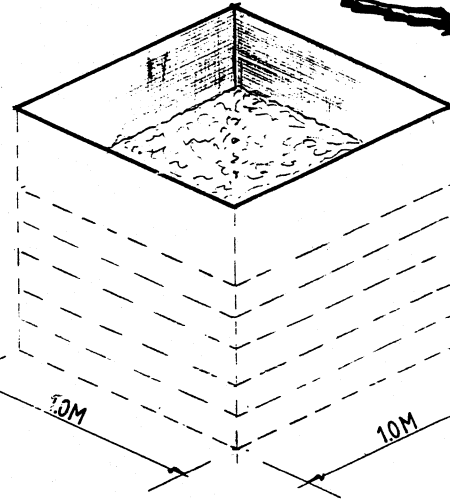
2. PUT RUBBISH IN EACH DAY & BURN EACH DAY

3. RAKE TOP OF ASHES INTO AN EVEN LAYER BEFORE ADDING NEXT LOT OF RUBBISH

4. AT THE END OF EACH SCHOOL WEEK COVER ASHES WITH 100MM OF SOIL FROM THE SPOILHEAP

5. WHEN PIT IS NEARLY FULL SHOVEL REMAINDER OF SOIL ONTO TOP OF PIT TO LEAVE TOP RAISED SLIGHTLY ABOVE GROUND LEVEL

6. DIG NEW PIT LEAVING ONE METRE BETWEEN OLD & NEW PIT



MANAGING RUBBISH PITS

6/2/2013

SCHOOL CLEANING & GROUNDS MAINTENANCE SCHEDULE FOR TERM 1: 1994

TASK	ALLOCATED TO					REMARKS
	MISS TOKA FORM 1	MR KALO FORM 2	MISS ATIS FORM 3	MR LEON FORM 4	MR KENSI MAINT	
SWEEP OUTSIDE AREAS & COLLECT & BURN ALL LITTER DAILY	✓				✓	MR KENSI TO BURN RUBBISH AFTER SCHOOL CLOSES EACH DAY.
CUT GRASS EVERY TWO WEEKS					✓	NOT DURING TEACHING PERIODS
CLEAN HEADMASTERS OFFICE & STORE DAILY		✓				AFTER TEACHING FINISHES.
CLEAN KITCHEN & FOOD STORE DAILY			✓			AFTER EVENING MEAL
CLEAN LAUNDRY & ABLUTIONS DAILY					✓	AFTER TEACHING FINISHES.
CLEAN GIRLS DORMITORY DAILY				✓		GIRLS.
CLEAN BOYS DORMITORY DAILY				✓		BOYS.
CLEAN CLASSROOM 1 DAILY		✓				AFTER TEACHING FINISHES
CLEAN CLASSROOM 2 DAILY			✓			AFTER TEACHING FINISHES.



ALLOCATE & TIMETABLE STAFF & STUDENTS TO CARRY OUT CLEANING & GROUNDS MAINTENANCE TASKS INCLUDING:-

SWEEPING OPEN AREAS OF GROUND DAILY

COLLECTING LITTER DAILY & DISPOSING BY BURYING OR BURNING WELL AWAY FROM SCHOOL BUILDINGS

CUTTING GRASS REGULARLY & DISPOSING OF CUTTINGS WELL AWAY FROM BUILDINGS

TRIMMING TREES OR BUSHES OVERHANGING OR CLOSE TO ANY BUILDINGS

CUTTING OUT LOOSE OR ROTTEN BRANCHES OF TREES TO AVOID DAMAGE TO PEOPLE & BUILDINGS DURING CYCLONES

PLANT TREES FOR SHADE & TO IMPROVE APPEARANCE OF GROUNDS GENERALLY

PLANT HEDGES AROUND HOUSES FOR PRIVACY & AROUND GARDENS TO PREVENT ACCESS

PLANT HEDGES AROUND CLASSROOMS TO MINIMISE DISTRACTION OF PUPILS & TEACHERS INSIDE CLASSROOMS

PLANT HEDGES AROUND RUBBISH & BURNING AREAS TO AVOID UNSIGHTLY VIEWS

ERECT SEATS OR BENCHES UNDER TREES TO PROVIDE OUTSIDE SITTING & TEACHING AREAS

ERECT FENCES & PLANT HEDGES AROUND SCHOOL BOUNDARIES TO DELINEATE SCHOOL PROPERTY

PLANT FLOWERS TO PROVIDE PLEASANT OUTLOOK & AREAS OF RESPONSIBILITY FOR STUDENTS TO MAINTAIN

PROVIDE CORAL AGGREGATE HARDSTANDINGS AROUND PERIMETERS OF CLASSROOMS TO PREVENT MUDDY AREAS WHEN WET & TO MINIMISE AMOUNT OF DIRT CARRIED INTO CLASSROOMS ON SHOES & FEET

KEEP ALL SEPTIC TANK COVERS WELL SEALED TO PREVENT SMELLS

PLANT HEDGES AROUND BUSH TOILETS TO ENHANCE PRIVACY & VIEW

ALLOCATE SPECIFIC AREAS OF SCHOOL GROUNDS TO VARIOUS CLASSES & THEIR TEACHERS FOR CARE , CLEANING & MAINTENANCE

SET ASIDE SPECIFIC AREAS OF THE SCHOOL GROUNDS FOR GAMES TO AVOID DAMAGE TO GARDENS & AREAS PLANTED WITH FLOWERS

PROVIDE AN ATTRACTIVE SIGN AT THE MAIN ENTRANCE TO THE SCHOOL TO PROCLAIM ITS IDENTITY & TO SHOW PRIDE IN BELONGING TO THE SCHOOL

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ENHANCING SCHOOL GROUNDS

**LIST OF RECOMMENDED TOOLS & EQUIPMENT
FOR THE MAINTENANCE OF SCHOOLS**

Measuring Tape, retractable, 7.5 metres
Claw Hammer
Ball Pane Hammer
Bradawl
Pincers
Pliers
Hacksaw & Blades
Screwdrivers, large - ordinary & star
Screwdrivers, small - ordinary & star
Crosscut Saw
Tenon Saw
Trysquare
Smoothing Plane
Hand Drill
Drill Bits, various sizes for drilling wood, masonry & metal
Mallet
Firmer Chisel
Pinch Bar
Stanley Knife & Blades
Distemper Brushes, 4
Paint Brushes, 6, various sizes
Paint Rollers, 6
Paint Buckets, 6, plastic
Ladder, 5 metres
Step Ladder, (1 metre) or oil drum
Oilcan
G Cramps, 1 pair
T Cramps, 1 pair, 1 metre long
Timber Mitre Block
Pipewrench
Adjustable Spanner
Portable electric drill, if power available
Wheelbarrow
Shovels, 2
Spades, 2
Rakes, 4
Bushknives, 6
Sweeping Brushes, 1 for each classroom
Tarpaulins, 4

All the schools tools & equipment should be identified by bright, distinctive painted patches

All tools should be kept in a locked store with one person only holding the key.

**LIST OF RECOMMENDED SUPPLIES TO BE KEPT IN STOCK
FOR THE MAINTENANCE OF SCHOOLS**

Door Hinges, 2 pairs to match existing

Shutter hinges, 2 pairs to match existing

Door locks, bolts & handles , 2 sets to match existing

Roof Sheets, 10 sheets to match existing

Roofing Screws & Washers, 200

Cyclone straps, 20

Nails, small quantities of various types & sizes, galvanised

Screws, small quantities of various types & sizes, galvanised

Guttering, 3 lengths, with fixing brackets, fittings & screws to match existing

Downpipes, 3 lengths with fixing brackets, fittings & screws to match existing

Polythene sheeting, 2 large rolls

Glass Louvres, 30 to match each existing size

Flyscreening, 2 rolls to match existing

Tapwashers, small quantity to match existing sizes

Paint, 2 twenty litre cans for external & internal use to match existing colours

Metal Primer, 1 litre

Sandpaper, 10 sheets various grades

All purpose oil, 1 litre

Penetrating oil, 1 aerosol can

Masonry Plugs, various sizes to match masonry bits

All purpose wood glue, 1 litre

Pipe jointing tape

Lengths of timber - various sizes to match existing

Cement - 4 bags

Not all of these items will be needed for every school. It will depend upon

SCHOOL MAINTENANCE REGISTER

SCHOOL..... Page Number.....

JOB NO	LOCATION / ITEM	NATURE OF MAINTENANCE	WORK EXECUTED BY	COMPLETED ON	COST	REMARKS
1/94	CLASSROOM 4	RESHEET WEST END OF ROOF FOLLOWING CYCLONE AMY	M. TEVI	3 FEBRUARY	VT 73.000	INCLUDED RE-RIDGING WHOL LENGTH OF BUILDING 7 REPL. 1 CEILING SHEET
2/94	CLASSROOM 4	REPAINT WALLS + CEILING OF WEST END CLASSROOM				
3/94	LAWNMOWER	SPARE PARTS / 2 NEW WHEELS + CABLE		27 FEBRUARY	VT 21.270	INCLUDES AIR-FREIGHTING PORT VILA
4/94	LOUVRE WINDOWS ALL BUILDINGS	REPLACE MISSING / BROKEN LOUVRES + FLYSCREENING IN ALL BUILDINGS	J. TESSI LABUKITI	11TH MARCH	VT 17.320	20 SPARE LOUVRES PLACE IN STORE + 1 ROLL SCRE
5/94	CLASSROOMS 3+4	NEW CHALKBOARDS	J. TESSI	17TH MARCH	VT 18.500	INCLUDES RE-PAINTING BOARDS IN CLASSROOMS 1-
6/94	H.M HOUSE	NEW LOCKS TO BOTH EXTERNAL DOORS	SCHOOL MAINT. STAFF	31ST MARCH	VT 6.150	LOCKS USED FROM STOCK. 2 TC REPLACE PURCHASED FROM P.V.F
7/94	OUTSIDE TEACHING AREA	REPAIRS TO 7 BENCHSEATS	" " "	2ND APRIL	VT 4.320	PURCHASE OF SAWN TIMBER NAILS + GLUE FROM P/V HAR. SURPLUS MATERIALS TO STC
8/94	EXTERNAL WALKWAY TO BOTH CLASSROOM BLOCKS	60 BAGS CORAL SPREAD OUTSIDE VERANDAHs.	" " "	4TH APRIL	VT 12.000	CORAL SUPPLIED BY A. ATT. @ 200VT / BAG
9/94	ALL CLASSROOMS	FURNITURE REPAIRS + REFINISHING	E. TAN ASSISTED BY S.M. STAFF	10TH APRIL	VT 47.000	VARNISH, PAINT, BOLTS, GLU + PLYWOOD PUT INTO STOC
10/94	MATERIALS FOR INVENTORY	STOCK ITEMS	—	13TH APRIL	VT 68.420	TIMBER, PAINT, CEMENT PLY, (INCLUDES 1 WHEELB ARROW) ALL FROM A.G. LIMORE P.V. INCLUDING SHIPPING TO TONGA.
11/94	2 STAFF HOUSES	REPAIRS / REPLACEMENTS TO GUTTERINGS + DOWNPIPES	J. TESSI	9TH MAY	VT 22.900	MATERIALS FROM WILCO (.9, 240 VT)
12/94	2 STAFF HOUSES	REPAINTING EXTERNALLY (2 COATS)	L. MATTIEU	23RD MAY	VT 40.000	LABOUR ONLY - PAINT FROM INVENTORY
13/94	VIP TOILETS	RELOCATE 3 NO INCLUDING RESHEETING ALL ROOFS	M. TEVI	29TH MAY	VT 39.320	PITS DUG BY S.M. STAFF OLD PITS FILLED.
14/94	DORMITORIES	RENEW OLD MOSQUITO NETS	MISS TOKA + CL. 4	4TH JUNE	VT 19.765	MATERIAL FROM CHEW S PORT VILA.
15/94	MAIN WATER TANK	CLEAN OUT + REPAIR LEAKS + NEW CONC. COVER TO ACCESS.	M. TEVI + S.M.S	9TH JUNE	VT 22.000	NEW LOCKING TAP FITTE

THE MAINTENANCE OF SCHOOLS

ACTION CHECKLIST TO MINIMISE DAMAGE TO SCHOOLS BY CYCLONES

BEFORE CYCLONES ARRIVE:-

- 1 CHECK FIXINGS OF ALL ROOF SHEETING & TRIM & TIGHTEN OR REPLACE FIXINGS AS NECESSARY
 - 2 CHECK FIXINGS OF ALL EXTERNAL ROOF TIMBERS & SOFFITS & TIGHTEN OR REFIX AS NECESSARY
 - 3 CHECK FIXINGS OF ALL GUTTERS & RAINWATER PIPES & TIGHTEN OR REFIX AS NECESSARY
 - 4 CLOSE & SECURE ALL WINDOWS, SHUTTERS & DOORS
 - 5 SECURE ALL OUTSIDE ITEMS THAT COULD CAUSE DAMAGE BY BEING BLOWN OR PLACE THEM INSIDE BUILDINGS - BENCHES, RUBBISH BINS, TOOLS, WHEELBARROWS, IRON SHEETS, WATER TANK COVERS, ETC..
 - 6 PROTECT ALL SCHOOL MATERIALS, SUPPLIES & EQUIPMENT THAT COULD BE DAMAGED BY WATER BY WRAPPING THEM TIGHTLY IN POLYTHENE SHEETING & PLACING THEM IN THE SCHOOL STORE IF THERE IS ONE.
 - 7 STACK ALL FURNITURE AWAY FROM DOORS & WINDOWS & COVER OVER WITH POLYTHENE SHEETING OR TARPAULINS TO MINIMISE WATER DAMAGE
 - 8 CHECK LARGE TREES FOR LOOSE & ROTTEN BRANCHES & CUT OUT IF POSSIBLE
- NB ITEMS 1,2, 3 & 8 SHOULD BE DONE AS PART OF THE NORMAL MAINTENANCE PRIOR TO COMMENCEMENT OF THE CYCLONE SEASON

ADVICE

- DO** inspect regularly
- DO** repair immediately
- DO NOT** delay
- DO** seek advice
- DO** plan well ahead
- DO** anticipate problems
- DO** encourage staff & students to take pride in their school buildings & grounds
- DO** appoint staff & students to be responsible for various buildings, rooms & parts of the grounds
- DO** use school holidays for major maintenance & repair jobs
- DO NOT** lend out the school's maintenance tools, equipment or supplies
- DO** protect well the school buildings & its equipment, furniture, supplies & teaching