

## 7.4 Table: Action Plan

<b>Element</b>	<b>Action</b>	<b>Policy</b>	<b>Priority</b>	<b>Approval Process</b>	<b>Planning</b>
General	<ul style="list-style-type: none"> <li>• Ensure that this CMP is endorsed and a copy provided to relevant parties identified.</li> <li>• Identify funding to commence strategy</li> </ul>	20	High	DET/BAS	<ul style="list-style-type: none"> <li>• Appoint delegate to review CMP following liaison with DETE/BAS/School Admin and Community. Ensure a copy is provided to identified party(s) when approved</li> </ul>
Training and Compliance	Develop heritage compliance strategy, including training and awareness of all persons identified	20	High	DET/BAS	<ul style="list-style-type: none"> <li>• Engage a suitably qualified firm with experience preparing and delivering training and compliance programs at a corporate and field level for heritage matters.</li> <li>• Ensure the strategy is delivered to all relevant staff, community and tradespersons who are identified by the strategy – as agreed</li> </ul>
Information gathering	<p>Selected reviews or studies that should be considered for each of the subject buildings include:</p> <ul style="list-style-type: none"> <li>• Condition, number, type and locations of the existing doors and windows;</li> <li>• Note repair /restoration requirements for all windows to ensure they function properly</li> <li>• Old and new door and window hardware; their condition and ability to be either continued in use, conserved or replaced</li> <li>• A review of existing keying and masterkey requirements for classroom doors</li> <li>• Air conditioning condenser units, their locations and a review of options to either relocate, better conceal or rationalise their impact.</li> <li>• Existing legislation compliance including equitable access and safety for each building, to determine where areas of non-compliance may exist.</li> <li>• Obtain if possible, a more complete and</li> </ul>	All	High	DET/BAS	<ul style="list-style-type: none"> <li>• Allows opportunity to then prepare action to maintain, restore or replace elements as required. Where possible, refrain from making changes to elements subject to a review until completion and a set of actions are determined.</li> <li>• Once reviews and inventories are complete, provide copies to DET &amp; EHP and consult on next actions. The extent of upgrade for compliance depends on the extent of change proposed to the building. Seek guidance from a Certifier as part of review and action program.</li> <li>• Some actions proposed from the reviews and inventories, may be applicable under the General Exemption certificate.</li> <li>• Others may require additional Exemption Certificate applications. Seek advice on each from EHP.</li> <li>• Prior to any repair work, record existing paint colour schemes for future reference. Build up information on earlier colour schemes when the opportunity arises.</li> <li>• Consider preparing a program that encompasses review and repair of each building's painted surface.</li> </ul>

	<p>current compilation of past building and maintenance records undertaken by both school itself and the state departments on behalf of the school, including examples as past refurbishment programmes.</p> <ul style="list-style-type: none"> <li>Survey the existing mature trees and planting as part of a future maintenance and</li> </ul>				
	<b>Action</b>	<b>Policy</b>	<b>Priority</b>	<b>Approval</b>	<ul style="list-style-type: none"> <li><b>Planning</b></li> </ul>
Master Planning	Complete reporting and planning in the areas identified and compile into one Master Plan	All	High	DET/BAS	<ul style="list-style-type: none"> <li>Engage an architect with heritage expertise to coordinate consultants and complete the Master Plan and</li> </ul>
Operating	<ul style="list-style-type: none"> <li>Adapt, and put into effect an Operations Manual</li> </ul>	All	High	DET/BAS	<ul style="list-style-type: none"> <li>Architect to write based on a Department standard informed by information gathering stage</li> </ul>
Detailed Planning for initial round of works	Address the Master Plan and repair issues noted in the condition assessment	All	High	DET/BAS	<ul style="list-style-type: none"> <li>Architect to perform detailed plans incorporating urgent and high priority work, and the first stages of the services integration.</li> <li>Safety Audit</li> <li>Work Method Statement that outlines the significance of the place and the appropriate method of work prepared by architect/heritage consultant and referring to the appropriate Technical Guide provided by E&amp;HP</li> <li>Maintenance items</li> <li>Funding stream and cost planning</li> <li>Investigate scheduling issues</li> <li>Access issues addressed</li> <li>Certification issues addressed</li> <li>Landscape scope documented</li> <li>Services scope documented</li> <li>Building envelope</li> <li>Structural</li> </ul>

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General issues for each element:	<p>Resulting from reviews and inventory outcomes:</p> <ul style="list-style-type: none"> <li>• Investigate appropriate workplace Health &amp; Safety measures for maintenance of high level components of the buildings; such as roof, gutters and eaves, work in confined spaces and work involving toxic materials and organisms.</li> <li>• Upgrade elements to comply with current legislation compliance and safety for each building where necessary.</li> <li>• Air conditioning condenser units, their locations and a review of options to either relocate, better conceal or rationalise their impact, improving energy efficiency including building envelope considerations.</li> <li>• Fire resistance, fire fighting, escape</li> <li>• Structural adequacy</li> <li>• Termite barriers and inspection regime</li> <li>• Vermin proofing</li> <li>• Roof sheeting, gutters &amp; downpipes – maintenance &amp; repair</li> <li>• Repair /restore all windows to ensure they function properly and repair /restore old door and window hardware</li> <li>• Electrical &amp; data maintenance, repair and rationalization</li> <li>• Maintenance and repair of general building</li> </ul>	All	Medium And as need arises	DET/BAS EHP	<ul style="list-style-type: none"> <li>• Update Operational Manual</li> <li>• Register of trades and services</li> </ul> <ul style="list-style-type: none"> <li>• Commence a single, coordinated program to identify nature and extent of urgent repairs.</li> <li>• Prepare a Work Method Statement identifying the appropriate method of work. The statement should be prepared by a suitably qualified heritage professional. Seek guidance from EHP technical Notes, available online. Seek guidance from EHP's General Exemption Certificate. Refer Appendix 6. Consult with EHP regarding the nature of the approvals or exemption certificates required.</li> </ul>

	<ul style="list-style-type: none"> <li>elements</li> <li>• Update security arrangements and remove obtrusive elements</li> <li>• Upgrade envelope elements when accessible</li> <li>• Stormwater discharge issues</li> <li>• Plumbing and drainage including fixtures</li> <li>• Repainting where indicated</li> <li>• Mould and damp issues including improving air flow</li> <li>• Enabling efficient inspections</li> <li>• Signage</li> <li>• Access issues, head height</li> <li>• Other specific issues</li> </ul>				
<b>Element</b>	<b>Action</b>	<b>Policy</b>	<b>Priority</b>	<b>Approval Process</b>	<b>• Planning</b>
Block A	<ul style="list-style-type: none"> <li>• Plumbing issues – slow drainage to sump – investigate, rectify and remove or hide visually intrusive pipework</li> <li>• Timber rot – investigate cause</li> <li>• Rationalise storage to enable ventilation and to facilitate inspection</li> <li>• Set up ground floor storage space to house air conditioning condensers</li> <li>• Replace modern shading devices with less intrusive solutions</li> <li>• Maintenance to windows and restore lost windows where room air-conditioners were installed</li> </ul>		Medium	DET/BAS EHP	<ul style="list-style-type: none"> <li>• Heritage architect and professional/maintenance team to investigate &amp; document works for approval and implementation</li> </ul>
	<ul style="list-style-type: none"> <li>• Look for opportunity to relocate server to rear service area, ground floor or another building</li> <li>• Structural upgrade as required</li> </ul>		Medium	DET/BAS EHP	<ul style="list-style-type: none"> <li>• Heritage architect and professional/maintenance team to investigate &amp; document works for approval and implementation</li> </ul>
	<ul style="list-style-type: none"> <li>• Entry stair has uneven risers</li> <li>• Relocate air conditioning condensers as existing units are retired</li> </ul>		Low	DET/BAS EHP	<ul style="list-style-type: none"> <li>• Heritage architect and professional/maintenance team to investigate &amp; document works for approval and implementation</li> </ul>

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	<ul style="list-style-type: none"> <li>Take opportunities to increase building envelope insulation</li> <li>Restore open veranda</li> </ul>				
Playshed	<ul style="list-style-type: none"> <li>Saddle system to lift to provide head height and provide structural stability</li> </ul>		High	DET/BAS EHP	<ul style="list-style-type: none"> <li>Heritage architect and professional/maintenance team to investigate &amp; document works for approval and implementation</li> </ul>
Landscaping	<ul style="list-style-type: none"> <li>Rationalise landscaping elements blocking the view of Block A from the road</li> <li>Gradually remove weed species</li> <li>Implement horticultural/master Planning recommendations</li> </ul>		Medium	DET/BAS EHP	<ul style="list-style-type: none"> <li>Heritage architect and professional/maintenance team to investigate &amp; document works for approval and implementation</li> </ul>
Certification and Approvals	<ul style="list-style-type: none"> <li>Development Application or Exemption Certificate</li> <li>Building Approval</li> </ul>	20	High	DET/BAS Certifier EHP	<ul style="list-style-type: none"> <li>Put in place before building &amp; operational work</li> <li>Heritage</li> <li>Client</li> </ul>
Tendering and Construction	<ul style="list-style-type: none"> <li>Put to tender</li> <li>Contract with builder</li> <li>Certificate of Classification</li> </ul>	9	Medium	DET/BAS	<ul style="list-style-type: none"> <li>Put in place systems to ensure works are done to best heritage practice</li> <li>Preferred trades to be nominated subcontractors</li> <li>Architect to administer contract</li> <li>Certifier</li> <li>Architect to co ordinate consultants</li> <li>Update Operational Manual</li> </ul>
Operating	<ul style="list-style-type: none"> <li>Based on Operations Manual</li> </ul>	20		DET/BAS	<ul style="list-style-type: none"> <li>Operational procedures to ensure heritage elements are treated appropriately</li> <li>Reporting and assessment</li> <li>Preferred trades</li> </ul>
Planning for maintenance and future works		9	Medium/ Low	DET/BAS Certifier & EHP as required	<ul style="list-style-type: none"> <li>Remaining Intrusive elements</li> <li>Longer range landscaping work</li> <li>Restoration of earlier conditions</li> <li>Services replacement as per programming</li> </ul>

## 7.5 Maintenance Plan for general Building elements, services separate

<b>Frequency</b>	<b>Item</b>	<b>Inspection Notes Check</b>
<b>Half Yearly</b>	Roof	<ul style="list-style-type: none"> <li>• Loose sheets or missing/damaged fixings and fixtures</li> <li>• Metal sheets for rust (particularly at the laps)</li> <li>• Missing or loose flashings near parapets</li> <li>• Whirlybirds</li> </ul>
	Gutters and downpipes	<ul style="list-style-type: none"> <li>• Leaf buildup</li> <li>• Gutters and downpipes, including guards, sumps and rainwater heads clear of leaves and debris</li> <li>• Gutters and downpipes for cracks, rust, drips on the outside, loose and missing brackets, moss and stains near downpipe</li> <li>• Fall of gutter</li> <li>• Discharge of downpipes adjacent to the building</li> </ul>
	Stormwater	<ul style="list-style-type: none"> <li>• Drains and sumps for blockages</li> <li>• For water lying in sumps as this can indicate a total or partial blockage</li> <li>• Water is draining away from building, pits and grates are functioning and in place</li> </ul>
	Ceiling spaces	<ul style="list-style-type: none"> <li>• For light visible through holes or water staining on framing elements. Water often travels a tortuous path from where it enters a building to where it exits</li> <li>• For wildlife</li> <li>• Signs of termite infestation (this may be reduced to an annual inspection if an effective termite management system is in place)</li> </ul>
	Internal timber joinery	<ul style="list-style-type: none"> <li>• Timber cladding and joinery for splits, cracking joints or failed fixings</li> <li>• Sills and bottom rails of windows and doors to ensure they are solid</li> </ul>
	Exterior	<ul style="list-style-type: none"> <li>• External timber cladding for splits, cracking or failed fixings</li> <li>• For fire hazards, such as rubbish, undergrowth, dead palm fronds, combustible materials</li> <li>• That doors and windows are secure</li> <li>• Paint failing or chalking</li> <li>• That water is not entering the building</li> <li>• For cracks, leaning or subsidence in external walls</li> <li>• Overhanging tree branches, trim if necessary</li> </ul>
	Safety	<ul style="list-style-type: none"> <li>• General safety issues, maintenance requirements</li> </ul>
<b>Annual</b>	Termite and insect inspections/treatment	<ul style="list-style-type: none"> <li>• For termite infestations and other notable insect or vermin attack</li> </ul>
	Fabric (generally)	<ul style="list-style-type: none"> <li>• Grime, growth in mortar joints, bird excretion, graffiti</li> </ul>

		<ul style="list-style-type: none"> <li>• Timber cladding / frame structure and support posts for rot, splits, loose or rusted fixings, warps, organic growth, mould and staining.</li> <li>•</li> </ul>
	Mature trees	<ul style="list-style-type: none"> <li>• Ensure mature trees are properly maintained to ensure growth does not effect building condition</li> </ul>
<b>Frequency</b>	<b>Item</b>	<b>Inspection Notes Check</b>
<b>1-2 years</b>	Roof flashings and capping	<ul style="list-style-type: none"> <li>• Loose or raised fixings to metal cappings</li> <li>• Cappings that have lifted, slipped or are deformed from wind damage</li> </ul>
	Gutters and downpipes	<ul style="list-style-type: none"> <li>• Rust stains around downpipe outlets, internal/external corners.</li> <li>• Overhangs and downpipe offsets.</li> <li>• Cracks in gutter and downpipe joints, incl. loose or missing brackets to gutters and downpipes.</li> <li>• Organic growth, moss or stains surrounding downpipes—this can indicate blockages.</li> <li>• Downpipes that are squashed or damaged and restrict water flow.</li> <li>• Soundness of connection between downpipes and the stormwater system. Blockages of stormwater drains.</li> </ul>
	Eaves	<ul style="list-style-type: none"> <li>• Holes from old service pipes where birds can nest. Surface stains to fascia and soffit that indicate roof or valley and gutter failure. Condition of gable air vents. Paint failure and/or decay to linings—this can indicate roof covering failure. Cobwebs and wasp or hornet nests.</li> </ul>
	Floor and outdoor surfaces	<ul style="list-style-type: none"> <li>• Uneven, cracked concrete, uplift from tree roots</li> <li>• Floor finishes failing</li> <li>• Slip resistance</li> <li>• Water ponding</li> <li>• Growth in paving joints</li> </ul>
	Doors	<ul style="list-style-type: none"> <li>• satisfactory operation of the doors Loose or damaged mouldings and architraves loose jambs decayed, excessively worn or broken door sill damage from locks being forced firmness of joints condition of any glass the need for stops to prevent damage to doors or walls when doors are opened doors that are sagging or binding Paint deterioration</li> </ul>
	Windows	<ul style="list-style-type: none"> <li>• Loose or damaged mouldings and architraves corroded or decayed stiles at sill level (metal windows upper level; timber windows lower level)</li> <li>• corroded or weathered sills sashes that bind loose or decayed joints broken or cracked glass or putty stains on internal faces around windows that can indicate failed flashings</li> <li>• damage from locks being forced</li> <li>• Paint deterioration</li> <li>•</li> </ul>

	Door & window hardware	<ul style="list-style-type: none"> <li>• operation of hardware including catches and locks</li> <li>• loose, inadequate or damaged hardware</li> <li>• Do not remove original hardware. Install new hardware adjacent to the original as inconspicuously as possible.</li> <li>• Note: Replacement of hardware with modern reproductions is not allowed under General Exemption.</li> <li>•</li> </ul>
	Building Services	<ul style="list-style-type: none"> <li>• Dripping taps</li> <li>• Wet areas in the grounds and around building perimeters</li> <li>• Lighting: damaged fittings, broken lights</li> <li>• Smoke alarms, emergency lights and fixtures</li> <li>•</li> </ul>
<b>Frequency</b>	<b>Item</b>	<b>Inspection Notes Check</b>
<b>5 Years</b>	Steel roof sheeting	<ul style="list-style-type: none"> <li>• Loose or raised fixings sheet</li> <li>• edges and surfaces that are deformed or corroded</li> <li>• rust stains around fixings, where sheets are lapped around flash</li> <li>•</li> </ul>
	Timber structures, framing, stairs & verandah	<ul style="list-style-type: none"> <li>• that members are secure and true</li> <li>• for movement of vertical beams and posts</li> <li>• that verandah posts are stable and sound</li> <li>• for signs of structural distress (such as movement and cracking)</li> <li>•</li> </ul>
As required/when noticed	Broken glass	<ul style="list-style-type: none"> <li>• Remove non-significant broken glass in windows and doors and cover openings temporarily with hardboard or stout card.</li> <li>•</li> </ul>
	Wall & structures	<ul style="list-style-type: none"> <li>• Record and monitor all cracks. Seek advice from a structural engineer for large cracks.</li> <li>•</li> </ul>
	Services	<ul style="list-style-type: none"> <li>• Check fire extinguishers and other fire services are operational. Check batteries in smoke alarms and security systems.</li> </ul>
At each frequency period	Record Keeping	<ul style="list-style-type: none"> <li>• Provide good record keeping to monitor inspections and results.</li> </ul>