

DOCUMENT TYPE	P	
ADMINISTRATIVE	5	
INFRASTRUCTURE	5	
BUILDINGS AND GROUNDS	1	
NUMBER	002	Policy Database Document Reference Number 551002P

ESTATES SERVICE PROVISION POLICY

Purpose/ objectives	To establish University policy to allow the Division of Buildings and Grounds to effectively and safely administer the provision of estates services.
Scope/ Application	<p>This policy applies to:</p> <ul style="list-style-type: none"> • all La Trobe University Campuses • all Buildings and Grounds Division staff and contract staff undertaking service provision activities
Policy Statement	<p>Estates Service provision encompasses all maintenance aspects related to the operation of the University's built and natural environment assets. These include climate control, cleaning, landscaping, construction, general maintenance and mail delivery.</p> <p>The Division is also responsible for the planning and development of new amenities and campus infrastructure.</p> <p>These services are provided by staff of the Division of Buildings and Grounds and contractors to relevant external and University approved standards that support safe, healthy and sustainable campus environments suitable for tertiary learning, research and support services.</p>
Supporting Procedures	<p>Air Conditioning Procedures</p> <p>Maintenance Management Procedures</p> <p>Landscaping Procedures</p> <p>Cleaning Procedures</p> <p>Contractor Induction Procedures</p> <p>Asbestos Procedures</p> <p>Mail Distribution Procedures</p>
Responsibility for implementation	Deputy Director, Operations, Division of Buildings and Grounds
Responsibility for monitoring implementation and compliance	Director, Division of Buildings and Grounds
Status	New Format
Key stakeholders	La Trobe University Senior Management Committee

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Approval Body	Senior Management Committee, 12 March 2009, SMC09/01, Minute 2.3
Initiating Body or person(s)	Director, Division of Buildings and Grounds
Definitions	None Required
Related legislation	Occupational Health and Safety Act 2004
Related Policy and other documents	OH&S Safety Policy
Date Effective	12 March 2009
Next Review Date	30 June 2011
Keywords	construction, maintenance, landscaping, cleaning, service provision, air conditioning, mail, safety
Owner/Sponsor	Director, Division of Buildings and Grounds
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