



TRAFFORD
COUNCIL

Services for Children, Young People and Families

Children in care

Children's homes

Repairs and Maintenance

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Introduction

Children and young people should enjoy homely accommodation, decorated, furnished and maintained to a high standard.

The Registered Manager and staff team must work to ensure the home is maintained in a good state of structural and decorative repair.

Monitoring

All staff working at the home are responsible for monitoring the maintenance within the home. Staff are to undertake regular inspection of the building both internal and external.

All faults or work identified must be recorded in the correct manner dependent upon the nature of the work.

Reporting

Staff are to report all faults immediately by recording the fault in the homes Daily Maintenance Record. The Registered Manager must regularly check the record that jobs reported have been completed and if not arrangements must be made for completion.

Requests for repairs are made to the Corporate Landlord by contacting them by phone on 0161 912 4366.

Out of hours repairs

The staff on duty must assess the urgency of any maintenance required. For example a smashed ground floor window would require reporting as urgent whilst a minor leak in a sink could wait and be reported the following morning.

Staff report out of hours maintenance requests to Trafford Direct on 0161 912 2020.

Recording

All maintenance requests must be recorded in the correct manner in the Homes Maintenance Book.

The date, details of the fault, location of the fault, name of staff member reporting the fault and the job number must be recorded.

When work has been completed this must also be recorded stating the date of completion.

General notes

Only authorised employees are permitted to carry out maintenance jobs required within the home. Electrical work, gas work and water work **MUST NEVER** be undertaken by staff not authorized or qualified to do so.