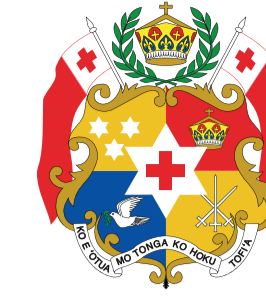


FIVE STEPS TO SAFER BUILDINGS



1 PREPARATION FOR CYCLONE SEASON

- Check fixings of all roof sheetings & tighten or replace fixings as necessary.
- Check large trees for loose & rotten branches & cut out if possible.
- Check fixings of all gutters & rainwater pipes & tighten or refix as necessary.
- Ensure that water runoff is directed away from buildings.
- Check fixings of all external roof timbers & soffits & tighten or refix as necessary.

WHEN A CYCLONE IS APPROACHING

- Close & secure all windows, shutters & doors.
- Secure all outside items that could cause damage.
- Protect all school equipment (including electricals).
- Stack all furniture away from doors & windows & cover with tarpaulins.
- Turn off all electricity & water, unplug appliances.

2 ROOF REPAIRS EVERY YEAR

- Check all nails or screw fixings to roof sheets, ridges & ends of roof. Tighten or replace nails as necessary.
- Check all metal roofing material for rusting.
- Clean off rust with a wire brush & sweep clean.
- Paint affected areas with a metal primer (galvanised primer or red oxide primer for colourbond sheets), & then finishing coat.
- Check purlin to truss/rafter and truss /rafter to wall connections

3 SECURING WATER COLLECTION EVERY MONTH

- Clean out all gutters & connections to top of downpipes.

EVERY YEAR

- Check all gutters, downpipes & tank connecting pipes & refix or re-tighten where necessary.
- Remove any harmful matter in tank.
- Check joints of supply pipes & tighten or refix where necessary.
- Replace tap washers if necessary when cleaning out tanks.
- Lift off water tank covers & inspect insides of tanks.
- Check/repair or replace any insect screening to tank tops/covers/access holes.
- Wash down & clean out tanks when almost empty.

4 MAINTAINING DOORS AND WINDOWS

EVERY YEAR - DOORS

- Check fixings of hinges, locks, bolts & levers.
- Oil locks, bolts, levers & hinges.
- Cut out & replace rotten part of frames.
- Wash, sand down & repaint doors & frames where necessary.

EVERY YEAR - WINDOWS

- Check fixings to hinges & tighten or replace where necessary.
- Oil hinges.
- Check shutters & frames & repair where necessary.
- Wash, sand down & repaint shutters & frames where necessary.



5 ALWAYS USE EXPERIENCED CARPENTERS

Make sure your builder has the right tools.

Report unsafe buildings and safety concerns to Ministry of Education & Training

Supervise construction crews to ensure that safety measures are included in their work.