planned maintenance program  
Funding Declaration  
(allocations up to $50,000)

This form is for schools that have been allocated up to $50,000 in Planned Maintenance Program funding to address high priority defects identified in the Rolling Facilities Evaluation (RFE), outcomes from Specialist Assessments, or a targeted maintenance item.

For assistance with the Planned Maintenance Program, contact the AMP Coordinator [amp.coordinator@education.vic.gov.au](mailto:amp.coordinator@education.vic.gov.au) or provision and planning staff in your regional office.

Please complete sections A, B, and D below before submitting this form.

### School details

**School Name:**

**School Number:**  **School Region:** Choose an item.

### Planned Maintenance Program (PMP) funding allocation information

#### Refer to the Planned Maintenance Program funding letter

**PMP funding amount: $**

The funding allocation is to address (*check the appropriate box/es*):

Priority 1 and 2 defects identified in the Rolling Facilities Evaluation

Priority 1 and 2 Specialist Assessment outcomes

The above items can be found in the condition-based maintenance tab of the [School Maintenance Plan](https://schoolmaintenance.eduweb.vic.gov.au/home). They will have a recommended timing of 6 or 12 months.

Other targeted maintenance

Targeted maintenance description (insert, as per letter):

### agreement

In signing and submitting this form, the school understands and agrees that:

1. The funds are intended to address those items as outlined in the PMP funding letter.
2. The school will manage any conflict of interests when procuring and undertaking works funded through the Planned Maintenance Program or undertake the works free of any of these conflicts.

(Refer to the [Procurement of Low-value Construction Works or Services Policy](https://www2.education.vic.gov.au/pal/procuring-low-value-construction/policy) and [Conflict of Interest policy](https://www2.education.vic.gov.au/pal/conflict-interest/overview) for guidance)

1. The school will have addressed those items that the funding is intended to address within 6 months (for priority 1 items) or 12 months (for priority 2 items) of the below signed date of this form.

(For any queries about any items on the funded list, the school should contact the regional provision planning officer or the VSBA AMP Coordinator, [amp.coordinator@education.vic.gov.au](mailto:amp.coordinator@education.vic.gov.au)).

1. The school will include a note in the School Maintenance Plan against the items which PMP funding was used to say PMP funds were used. The school will mark the items or ‘Completed’ once the works are complete.

### Signature and date

The school understands and agrees the four items (1-4) in Section C of this form.

**Date:**

**School Principal name:**

(double click on the ‘x’ to add a signature)



### NEXT STEPS

Once you have completed all of the sections of the form, please submit it along with a copy of your PMP funding letter via the ‘Submit your Online School Plan’ link on the [Condition Assessment portal](https://edugate.eduweb.vic.gov.au/Services/Schools/Infrastructure/maintassess/default.aspx) (school login details required).