



## Estates & Facilities Toolkit

# ‘Tis the season to be jolly busy!

Now that Halloween celebrations are over, there’s one event on every school estate and facilities team’s radar: Christmas, and the upcoming holidays. The halls might be decked with bells and holly, but they also bring an additional list of tasks for site personnel to contend with. From Christmas parties to **end-of-term** productions, it’s a busy and challenging time to work in estates. As the Christmas period fast approaches, it’s important to be prepared. Here’s some advice to help you through one of the busiest times of your school year!

### Proactive Christmas planning

To navigate this lively period successfully, planning and scheduling are your best allies. It’s essential to think ahead and lay out a clear roadmap for the upcoming weeks. Getting a head start on preparations and even asking staff to set up their Christmas decorations a little earlier can make all the difference! This proactive approach ensures that you’re well-prepared for the holiday rush and can manage your responsibilities efficiently, allowing you to join in on the festive spirit without feeling too overwhelmed.

### Teamwork

When planning what you’ll be doing over the next fortnight or so, effective communication with your colleagues and fostering trust play a huge role. Our recent survey shed light on a common annoyance – that maintenance requests aren’t often logged until the eleventh hour, right before the holiday break. Not ideal!

**Q: “What are the busiest or most stressful times of the school year for you, and why?”**

**A: “The start and end of every term as all the staff go off on holiday and leave a list of jobs they want doing for the start of the next term.”**

To navigate this, it’s crucial to maintain an open and collaborative relationship with staff in your school. Try putting in processes to ensure all maintenance is reported by a certain date to reduce the number of last-minute surprises (of which, there’ll always be a few!).

### Time-saving

Simple to-do lists and checklists can’t be understated when it comes to managing all those tasks and deadlines. This involves prioritisation, something that’s key because let’s face it, there’s just no way to do

everything that is asked of you in a single day! Sometimes, you can only focus on the jobs that need your immediate attention – keep in mind that not everything is always urgent, and if you can’t get to everything today, there’s always tomorrow. It’s all about finding that balance and not letting the pressure get to you!

**“For the sake of your mental and physical health, don’t try to do everything that is asked of you, there is always tomorrow.”**

*Evening Caretaker  
(Former Premises Manager)*

When it comes to effectively managing your tasks, a RAG system can be a valuable tool. This system helps you highlight anything urgent on your to-do list, providing a visual categorisation of your tasks that lets you prioritise effectively and focus on the most critical issues (the ones highlighted in red) first.

### Get some help from software

In our recent survey, we noticed you’re dealing with some big challenges in your everyday work. Filling out forms, keeping up with compliance, managing projects, and finding **contractor** information were some of your most common tasks at this time of year. They’re ones that consume a lot of administrative time, but that doesn’t have to be the case! **Every Compliance** is like your digital ‘elf’ this festive season, putting in the hard work to make your tasks more manageable.

[Find out more](#)



### Deck the halls stress-free

The holiday season can be demanding for **Estates and Facilities teams**, but with careful planning, effective communication, and the use of digital tools, you can make it through with a smile. So, get those decorations ready, keep the checklist handy, and embrace the holiday spirit while ensuring your facilities are in top shape for a joyful and stress-free term.

**Book your  
Every Compliance demo**

