

POLICY

PROPERTY MANAGEMENT

RATIONALE

The Board of Trustees accepts the responsibility for the management of the school environment, and will budget to ensure a clean, tidy, safe and hygienic site is maintained.

PURPOSES

- 1 To ensure that the school meets its obligations under the Health and Safety Act, and has a Health & Safety programme.
- 2 To provide for replacement of fixed assets and contents, including fixtures, by having a 10-year maintenance plan.

GUIDELINES

- a) The board will define property management responsibilities:
 - Day-to-day management - principal
 - Policy and programme - property sub-committee
- b) A sum of not less than \$10.000 will be budgeted annually for future maintenance. This fund will be used to both accumulate and to fund identified annual repairs and maintenance.
- c) The principal is responsible for hire/use of the school's grounds facilities and resources.
- d) The convenor of the property committee will report to the board monthly on property matters, and make recommendations on projects that are not part of the 10-year plan.
- e) The 5YA plan will identify the tasks to be completed annually. The board must employ a consultant to oversee all 5YA projects
- f) Replacement of furniture and fittings will be managed by the principal.
- g) A property review will be completed in November each year by the property committee.
- h) The school has a contract with Programmed Maintenance Services to maintain the exterior paint. This includes an annual maintenance visit.

CONCLUSION

The 10-year property plan will ensure that the school is maintained properly, and the budget and operations plan will ensure the property is maintained and developed.

Rewritten:	July 1999 to combine Property Management and 10-yr Maintenance
Adopted:	August 1999
Reviewed:	May 2010
Next review:	August 2014