

## PROPERTY MANAGEMENT POLICY

### PURPOSE

The Board of Trustees and staff will endeavor to maintain the school grounds, buildings and facilities in a clean, safe, tidy and hygienic condition that will be aesthetically pleasing, yet educationally functional and a source of pride within this community.

### OBJECTIVES

- To ensure that a good working environment exists for staff and students.
- To ensure that clean and hygienic conditions enhance the learning environment.
- To ensure that consideration is given to equity and Treaty of Waitangi requirements as stated in the Charter.
- To ensure that the property management is in keeping with health and safety requirements, procedures and the health and safety programmes.
- To assess capital works needs and to consult with and advise Ministry of Education.
- To establish a plan for renewing and replacing furniture, furnishings and equipment.
- To maintain a 10 year maintenance programme.
- To carry out a maintenance programme for those items requiring regular maintenance.
- To establish and encourage a preventative maintenance programme.
- To prepare a statement of financial requirements for implementing the property programme on a 10 year basis.
- To prepare a statement of financial requirements for implementing the property programme as part of the annual budget.
- To comply with the conditions of the Revised Property Occupancy Document.
- The Board may establish a property management sub-committee who will be responsible for managing the property programmes. The day to day administration is the responsibility of the Principal, in consultation with the Board.
- The Board may delegate the responsibility for parts of the programme to the property sub-committee or consultants who may report to the Board in writing at each meeting as part of the monitoring process.
- All programmes should be monitored regularly and reviewed each year.
- Regular inspection audits will be undertaken to identify areas of concern, and where possible, the Board of Trustees will rectify these.
- To keep an up to date asset register for budgeting, insurance and depreciation purposes.