



Policy Glendowie School

PROPERTY MANAGEMENT POLICY

RATIONALE

To provide an environment conducive to learning and teaching excellence, while maintaining the school grounds, buildings, facilities and equipment in a safe and healthy condition.

PURPOSE

- Monitor and maintain a rolling 10 Year Property Plan
- To provide a safe working and learning environment.
- To comply with all occupational Health & Safety Codes and the required Acts in Health & Safety and the Ministry of Education requirements of asset management (NAG 3), (Including Health and Safety at Work Act 2015)
- Maintain our school property in terms of safe and free from hazards, ensuring that the school doesn't become run down, ensuring we stop small problems becoming big ones, and keeping warranted products maintained to manufacturers standards.

GUIDELINES

- The Board is responsible for the implementation of the property programmes in the Strategic Plan and the 10 Year Property Plan.
- The Board is responsible for establishing and administering the Property budget and budgeting for the 10 Year Property Plan.
- The Principal is responsible for the day to day administration of property Issues. The Principal may delegate these to the Property Manager.
- The Board will receive regular property reports from the Property Manager.
- The Board will receive reports from the Property Manager regarding maintenance and capital needs – see Property Managers Job description.
- Property maintenance will be prioritised so that Health & Safety issues are given first and immediate consideration.

- Each year the BOT will review the 5YA to prioritize items for the annual plan.
- Each year the BOT will identify and prioritise the maintenance items and use the operational grant maintenance money to allocate budget against these items
- Each year our property manager will review our hazard identification schedule and act on any hazards identified. As hazards occur e.g. asbestos then this hazard register will be updated
- The Board will use the expertise of a property consultant (professional project manager) regarding the planning and implementation of any capital projects especially those requiring building consents. Full procurement procedures for hiring contractors for buildings over \$10,000 will be actioned. Our Indoor and outdoor property will continue to focus on providing a modern learning environment for our students.
- To implement risk management practices to reduce incidences of vandalism, arson theft and burglary.
- The school is responsible for maintaining school buildings against the weather e.g. ensuring trees are trimmed, gutters checked, and ensuring regular inspections reducing the risk of flooding in terms of drains and sinks not being blocked
- The Ministry of Education Caretaker Checklist will guide our process of self review

Appendix to Property Policy

ASSET MANAGEMENT

In accordance with National Administration Guideline 3 the school has a commitment to meeting the legislative and regulatory obligations on asset management to:

- Implement a programme of asset maintenance to ensure that the school is a safe and healthy learning environment.
- Meet the requirements of the Property Occupancy Agreement. Prepare and practise evacuation plans.
- Meet Civil Defence requirements.
- Meet Occupational Safety & Health requirements for on-site work. An asset registry will be kept on a computer and off site.
- Assets will be depreciated yearly in terms of the Finance Act and our requirement for our audit.
- Our Annual and Strategic Planning Processes provide the avenue for replacements of assets.
- Our Cyclical Maintenance Plan and 10 Yr. Property Plan identifies required

Maintenance and Capital items.

- The school will ensure it provides a safe, healthy learning environment for students.
- To ensure that our school owned buildings and contents are insured for full replacement value.

Approved:

Board of Trustees Meeting 27/03/2012



Signature of Chairperson

Reviewed 22/9/2015, 7/8/2018