

Index Reference: PMI_G

Revision: 1

Revision Date: 22 September 2011

Review Date: September 2014

PROPERTY MANAGEMENT ISSUES

1 Rationale

- 1.1 The Board of Trustees of this school will make every effort to provide and maintain a safe, attractive environment that is conducive to teaching and learning.

2 Purpose

This school and the Board of Trustees recognise the need:

- 2.1 To maintain the grounds, existing buildings and facilities in a safe, clean and hygienic condition.
- 2.2 To maintain furnishing and equipment to a standard, which is safe and workable.
This will require the compilation and maintenance of a fixed asset register of items valued at \$1000.00 or greater and the establishment of a system for renewing and replacing existing furnishings and equipment.
- 2.3 To ensure property management is in line with the school's safety procedures.
- 2.4 To ensure that property management takes into account Equity and Treaty of Waitangi considerations.
- 2.5 To establish a 5 year development plan for the school which incorporates major and minor capital works.
- 2.6 To establish a 5 year maintenance programme listing the various priority items involved.
- 2.7 To annually prepare a schedule of key maintenance items and their associated costs, to be included in the budget for the next fiscal year.
- 2.8 To carry out periodic checks of fencing, buildings and other fixed assets so that preventative maintenance can be undertaken.

3 Guidelines and Procedures

- 3.1 The Board of Trustees will appoint a School Property Project Manager for the period of the 5YP period beginning 1st July 2008 – 2007 BOT Meeting appointed Peddle Thorp Architects.
- 3.2 The Principal will be responsible for the day to day running of the school and monthly building inspections refer School Building Systems and Features Manual.

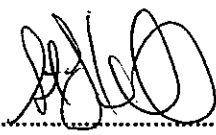
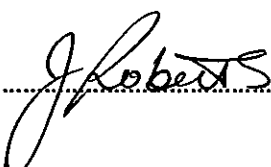
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3.3 Board of Trustees or delegated person ensures MOE requirements set out in 'State Schools Property and Management Handbook' are met. Reports to be made to the Board as part of the monitoring process.

3.4 This policy and all Property Management programmes will be regularly reviewed.

4 Conclusion

4.1 This school believes that it has an obligation to the students, the staff and to the community to provide an environment that is conducive to teaching and learning.

CHAIRPERSON.......... PRINCIPAL..........
DATE.....