

PROPERTY MANAGEMENT POLICY

Rationale

No 403

According to NAG 4 the Board of Trustees is required to comply with current asset management agreements and to implement programmes of maintenance to ensure that the school's buildings and facilities provide a safe, healthy learning environment for students. According to NAG 5 the Board must provide a safe physical environment for students and employees.


Policy Statement

The Board of Trustees in meeting its statutory obligations will:

1. provide a safe working and learning environment.
2. comply with legislation concerning occupational health and safety and with Health and Safety Code.
3. facilitate appropriate long term maintenance of all property, plants and equipment.
4. Record relevant improvements and achievements in board meetings/reports towards addressing long term maintenance schedules.
5. ensure ongoing preventative maintenance is provided for.
6. ensure that the school provides a safe, clean, hygienic facility that is attractive and conducive to teaching and learning.
7. provide appropriate staff facilities for work preparation, classroom delivery, meetings and relaxation.

Policy Guidelines

1. A Property Portfolio for a Board member, in conjunction with the school Principal, will be established with clear terms of reference and protocols to oversee the management of school property.
2. The annual budget will provide for ongoing maintenance to existing plants, equipment and property as well as provide for capital improvement to the school facilities.
3. A long term maintenance Plan will be provided and updated annually and reported to the Board monthly.
4. A programme of preventative maintenance, including checklists will be implemented and reviewed annually.
5. The Board will be provided with a report at its monthly meeting concerning maintenance of assets by the Property Portfolio Board member and the Principal.
6. The school will comply with all requirements for health and safety, including where appropriate, local body regulations.
7. All day to day maintenance requirements and management of school property staff (caretaker) will be delegated to the principal.

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8. A 10 Year Property Plan (10YPP) will be prepared, and updated as required. It will include all maintenance and capital property requirements.
 9. From the 10YPP, a 5 Year Property Plan (5YPP) and Cyclical Maintenance Plan will be developed and annually reviewed and updated.
 10. The school's written procedures (Found in the Administration Handbook) will be actively practiced and reviewed for compliance.

Supporting Documentation:

- Asbestos Map
- 10 Year Property Plan
- 5 Year Property Plan
- Annual School Property Maintenance Cycle
- Cyclical Maintenance Plan
- Caretaker Routine Tasks

Ratifies by Board: _____ Signed for B.O.T.

_____ Date

Recorded in the Board of Trustees Minutes dated: _____

