

PROPERTY AND GENERAL MAINTENANCE POLICY

RATIONALE:

In order to provide an optimal learning and working environment for students and staff, the Board of Trustees will endeavour to maintain the school grounds, buildings, facilities and equipment in a clean, safe and hygienic condition.

The board accepts its responsibility to maintain the property subject to the terms and conditions of the occupancy agreement being fulfilled.

PURPOSE:

1. To develop a long-term maintenance programme covering a period of ten years, keeping in mind the Ministry of Education's commitments.
2. To maintain a system of regular property checks that meets all regulatory requirements.
3. To prepare, prior to the annual budget, an estimate of the coming year's maintenance costs.
4. To compile and maintain a register of fixed assets, establishing a system for renewal and replacement of furniture and equipment.
5. To inform the Board of any property-related issues and arrange any work that is subsequently authorised.
6. To consult with the Ministry of Education on matters regarding capital works.
7. To maintain a safe and healthy environment in which the Staff at Kamo Primary School can develop children to their potential.

GUIDELINES:

1. The day to day administration is the responsibility of the Principal.

To manage property at your school, you must plan for:

- maintenance
- upgrades and modernisation of school buildings
- new capital works (new buildings and services).

We ask you, as a board, to:

- make sure your school charter outlines how your school property will contribute to raising student achievement
- make sure property work complies with all legal and Ministry requirements; part of your role is to hire the right people, like project managers and contractors, to do your property work
- develop a 10 Year Property Plan (10YPP) to plan for the right amount of space and to care for school property so that your school provides the best learning environment
- manage capital building projects, meeting the Ministry's project management requirements
- oversee your school's day-to-day maintenance to keep it in good order and repair.

Damage to School Property

Children are encouraged to view school property as their own while at school, but at the same time to treat it with care and respect. If anything is broken or damaged, it must be reported to the principal as soon as possible. The board of trustees is responsible for repairing accidental and deliberate damage that occurs during school hours, and can report acts of vandalism to the police.

All vandalism or damage is reported to the principal who takes the appropriate action.

Under certain conditions, schools can apply to the Ministry for additional funding to cover vandalism.

Capital Works Programmes

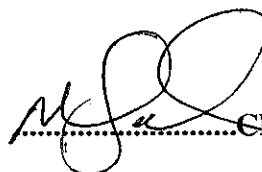
Developing programmes for capital works ensures that:

- capital works are planned, budgeted for, and carried out.
- teacher, parent, and student views are considered when setting priorities for capital works.
- major works are approved by the Ministry of Education which undertakes to maintain the works.
- maintenance can be prioritised.
- there is a system in place for teachers to request minor capital works for consideration in the following year's budget.

Property Reports and Checks

- The Compliance Schedule (Building Act) is kept at school with the inspection records. These must be kept for two years. Twelve months after the Compliance Schedule is established, and then annually, the board will send the Territorial Authority a statement confirming that the required inspections have been carried out. The “Building Warrant of Fitness” confirming the items listed on the Compliance Schedule, and where they are found in the school, is displayed in the entrance foyer.
- The Principal reports to the board of trustees each year on the state of all school buildings, grounds and the swimming pool.
- In the last week of each term, staff check their individual classroom (or area) chattels and report all missing items, and items needing repair, to the principal.

Reviewed: Term 3 2015


.....Chairperson, BOT

Review date: Term 3 2018