
Ratified by B.O.T. **Date: June 2018**

Review Date: June 2018

Signed by Chairman:

POLICY TITLE: Property Management

POLICY NUMBER: 17 NAG'S REF: 4

PURPOSE:

To provide ongoing property management to ensure a safe environment for the pupils and staff.

To provide for the ongoing maintenance needed within the constraints of the school budget.

To identify potential hazards and implement effective programmes for dealing with them.

To assess the need for capital works.

To review and develop schedules programmes and plans for areas of capital works and maintenance.

GUIDELINES / OBJECTIVES:

The BOT shall be responsible for the following:

1. Overseeing inventory procedures.
2. Planning (with the Trust) capital works as necessary.
3. Identifying areas within the school that need repair or maintenance.
4. Overseeing building and maintenance programmes.
5. Reporting / repairing on any defects needing urgent attention.
6. Preparing property budgets for repair, maintenance and capital works.
7. Ensure Buildings comply with Warrant Fitness Standards and any other legal requirements.
8. Arranging for certified building warrant of Fitness checks.
9. Ensuring that the annual hazard identification process is carried out. (Refer Policy 12 Hazard and Safety)
10. Writing all policies and procedures that relate to property.

SELF REVIEW

As part of the PMS Policy 28 the BOT will undertake a review process of property management to provide for planning, development and maintenance in the areas of:

- Assets Register (Policy 18)
- Building WOF Check
- Hazard register (Policy 12)
- Required maintenance

A written report from the caretaker according to these key management areas will detail:

- Current state of the property
- Recommendations for planning

The Board will consider these management areas in view of strategic planning and make recommendations that reflect the schools commitment to provide a safe environment for students and staff. These decisions will be reflected in the Strategic Plan.

LINKS

Policies 12, 16, 19

CONCLUSION

Lake Taupo Christian School will endeavour to meet these guidelines in order to provide a healthy, safe environment for staff and pupils and the wider school community.