

PROPERTY MANAGEMENT

Reviewed 19.09.11; Reviewed Feb/Mar/April 2014 (Tracy/Donal)

ACTION

1. To provide a safe working and learning environment.
2. To comply with legislation concerning occupational health and safety and with Health and Safety Code.
3. To facilitate appropriate long term maintenance of all property, plant and equipment.
4. To prepare an annual statement on achievements towards addressing long term maintenance schedules.
5. To ensure ongoing preventative maintenance is provided for.

GUIDELINES

1. General

- a. A sub-committee of the Board may be established with clear terms of reference and protocols for projects, although day to day responsibility for property is delegated to the Principal. This applies to projects under \$50,000 dollar value. Project Managers are appointed to oversee Projects above \$50,000 in value as per MOE guidelines.
- b. For any tendering process three quotes are required if the work is to be over \$5,000.00. Procedures as per the Ministry of Education guidelines are also to be followed.
- c. The annual budget will provide for ongoing maintenance to existing plant, equipment and property.
- d. A 5 Year and 10 Year Property Maintenance Plan will be provided and updated annually.
- e. A programme of preventative maintenance, including checklists is to be prepared and reviewed annually.
- f. The Board will be provided with a report at its monthly meeting concerning maintenance of assets, as necessary.
- g. The school will comply with all requirements for health and safety, including where appropriate, local body regulations.
- h. The maintenance of a fixed asset register is the responsibility of the Executive Officer.
- i. Information about Property Management Procedures is to be detailed within the A-Z Management Handbook.

2. Vandalism

- a. Any vandalism will be reported to the Principal as quickly as possible.
- b. A register of all vandalism will be maintained by the Executive Officer.
- c. All avenues will be explored to find the person/s responsible for any vandalism and to seek reparation.
- d. Parents of the children responsible for the vandal damage will be informed.
- e. Incidences of serious vandalism will be reported to the Police.
- f. Actions taken against vandalism will be in accordance with the law.