

RATIONALE

Eketahuna School has a commitment to maintain school grounds, buildings and facilities in a clean, tidy and hygienic condition so that the suitable learning environment is provided for pupils and staff, and working environment for all staff.

PURPOSE

1. To ensure that systems are in place for the regular maintenance of school buildings and facilities.
2. To ensure that property management is in keeping with health and safety requirements and procedures.
3. To ensure that, in property management, consideration is given to equity and Treaty of Waitangi requirements.
4. To comply with all relevant conditions expected by the Ministry of Education.

GUIDELINES

1. The school caretaker is required (at least monthly) to inspect the school buildings and facilities, and report any items for repair to the school principal. This check will incorporate requirements set in the School Building Systems and Features Compliance Manual which upon completion each month requires a report back to the MOE contractors 'Argest' as part of the school Building Warrant of Fitness.
2. In consultation with the principal and board property representative, the school caretaker will undertake an agreed programme of maintenance on the school building and facilities.
3. The school principal and the school caretaker to identify furniture, furnishing and equipment for replacement. If the replacement is outside the principals spending limit (which is set by the BOT) the board property representative may need to be involved.
4. In accordance with the requirements, the board will compose and where appropriate update a 10 year property plan. It is the responsibility of the board property representative and principal to annually review the plan and arrange for the implementation of any capital works or maintenance requirements identified in the 10year property plan for that year.

5. Where appropriate the community will be consulted in the planning of property management programmes.

6. Where appropriate, facilities will be provided for pupils with physical disabilities.

Signed _____ BOT Chairperson Date _____

REVIEW DATE: 2014