

MAHANA SCHOOL PROCEDURE

PROPERTY MANAGEMENT

Maintenance of school property, grounds and equipment is vital to achieve an environment that is safe, tidy and conducive to teaching and learning.

Procedure:

- The Principal along with the Property Sub Committee are responsible for property management.
- The annual budget must provide for ongoing maintenance to existing property, plant and equipment.
- The Board will assess capital works needs and liaise with the Ministry of Education and the school's contracted property consultants, School Support Ltd.
- A ten-year property maintenance plan is provided and updated annually. This plan is prepared, after consultation with the BOT, by the contracted property supervisor
- The school will comply with all requirements for health and safety, including local body regulations.
- The Board will comply with the requirements of the "Property Occupancy Agreement."
- The Board will ensure that the swimming pool attendant is provided with a job description that clearly outlines the duties.

Adopted: 00/11/03

Reviewed: 00/11/04

Reviewed: 00/06/06

Reviewed: 15/08/13