



# Pukekohe North School

Princes Street, Pukekohe. Phone 0-9-238-8552

## PROPERTY MANAGEMENT POLICY:

### Rationale:

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
6. To note hazards and eliminate, isolate or reduce their effects for the safety of our students, employees and visitors

### Guidelines:

1. The Principal will be responsible for property matters; working closely with our school Caretaker
2. For any tendering process three quotes are required if the work is to be over \$5,000.00.
3. The annual budget will provide for ongoing maintenance to existing plant, equipment and property.
4. A 5-Year and 10-Year Property Maintenance Plan will be provided and updated annually.
5. In preparation for the development of a 10-Year Property Maintenance Plan, the principal will facilitate an in depth property assessment review.
6. Regular and preventative maintenance checks are delegated to the Caretaker.
7. The Caretaker reports any deficiencies and actions taken.
8. Once a month the Caretaker and Principal will conduct a property walk to check that the school is being well maintained and identify any hazards and maintenance other tasks.
9. All hazards are documented in the Hazard Register with the action taken to minimise and eliminate them. The Hazard Register and action taken will be checked regularly by the Principal.
10. The Principal will report to the Board regarding any property issues.
11. The school will comply with all requirements of health and safety, including where appropriate, local body regulations. Safety Systems will also be checked regularly in accordance with the Ministry of Education School Buildings Systems and Features Manual.
12. All permits, building codes and building warrants of fitness will be sought and obtained as necessary.
13. All electrical equipment and appliances are to be checked to be electrically safe by a registered electrician every two years or sooner if required.
14. Fire Drills will be practised at least twice a year. The Head Fire Warden for the whole school is the Principal or in his absence the next in charge.
15. The maintenance of a fixed Asset Register is the responsibility of the Finance Officer.
16. Vandalised property will be repaired as quickly as possible and reported on to the Board in the Principal's Report.
17. The Finance Officer will code vandalism expenses appropriately and make applications for any possible "top ups" from the Ministry of Education.
18. Serious vandalism will be reported to the Police.

Ratified by the Board of Trustees May 2020

Reviewed May 2022