



#### 4.13 PROPERTY MANAGEMENT

**The school grounds, buildings and facilities and any temporary premises must be maintained in a clean, safe, tidy and hygienic condition, so that a suitable learning environment is provided for students, a good working environment for staff and pleasant environment for visitors.**

**The board wishes to comply with the Property Occupancy Agreement, the Charter, the Building Act 2004 and the Health and Safety at Work Act 2015.**

##### **GUIDELINES:**

1. The Resources Committee of the Board will oversee property management and will regularly review implementation of this procedure.
2. Financial requirements for the implementation of the property programme will be part of the Annual Budget. Insurance for Board owned buildings will be reviewed annually as part of the budgeting process.
3. The Business Manager will be responsible for day-to-day property management, including the management of any temporary premises and off-site facilities. Annual maintenance and minor works schedules will also be the responsibility of the Business Manager for Committee approval.
4. Property management shall include cleaning, security, protection of assets, repairs, maintenance and regular inspections in accordance with the State Schools' Property Management Manual.
5. Staff development programmes will provide opportunities for property staff to learn to handle potentially dangerous materials and/or situations safely. Health and safety hazards which cannot be removed or minimised shall be notified to the Ministry of Education.
6. Safety procedures will be made available to staff and students.
7. The long-term maintenance of the school will be detailed as per Ministry of Education current directives.
8. The Ministry of Education will be informed of capital works, and Health and Safety works, as determined by the Business Manager, the Principal or the Board of Trustees.

Responsibility: Senior Leadership Team  
Date: July 2020  
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Policy: 4.13 Property Management

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