

BROWNS BAY SCHOOL

POLICY

SUBJECT: Property Management

AREA: Property

PURPOSE:

To provide a well maintained, safe, attractive, and functional learning environment.

GUIDELINES:

1. The Board of Trustees will clearly define who is responsible for property management.
2. The BOT will endeavour to maintain the grounds, buildings and other facilities in a safe, tidy, clean and hygienic condition.
3. Property issues will be presented to the Board at each meeting as part of the monitoring process.
4. This policy and all Property Management procedures and programmes will be reviewed annually.

PROCEDURES:

1. In terms of the fixed asset policy, the relevant staff and BOT will establish an on-going maintenance programme to ensure furnishings grounds and equipment are in a safe and workable condition.
2. A review of the 10 Year Property Plan will be undertaken early in Term 4 each year and items identified for inclusion in the programme. These items will be considered in the annual budget process and provision made accordingly to funds available and priorities set.
3. The Property Officer will annually prepare a statement for the budget, outlining ongoing maintenance requirements and their costs.

MAY 2018