

## PROPERTY MAINTENANCE POLICY

### RATIONALE:

To ensure that the Westlake Girls High School grounds, buildings and facilities are safe, well maintained and managed in a sustainable way, so that students and staff enjoy a safe, and well-presented learning and working environment.

### OBJECTIVES:

1. The Board maintains a 10 year building maintenance programme as required by the Ministry of Education. In addition to this programme the Board has a 5 year plan which identifies property maintenance and development projects in accordance within the property section of the schools strategic plan and allocates funding on an annual basis in accordance with the plan. The plan is as approved by the Ministry and as amended from time to time.
2. Westlake Girls High School is an Enviroschool. As such, the Board expects management to operate in accordance with Enviroschool and sustainable programmes while also adhering to MOE requirements.
3. Regular checks are undertaken by the Principal (or delegated representative) of fencing, buildings, grounds, hazards and faults and these are recorded for action the Property Manager.
4. The Board does all things practicable to ensure that the relevant legislation affecting property matters is complied with and that the working environment is safe.
5. The Board annually reviews maintenance including cyclical maintenance and costs are included in the annual budget.
6. There is a register of fixed assets and a workable system for renewal and replacement of furniture and equipment.
7. Property related work authorised by the Board is undertaken and monitored by the Property Manager. To assist the Board, a School Project Manager is contracted to oversee the completion of building projects and to ensure that the Ministry of Education and any Local Authority requirements are met to carry out the tendering process. This assistance is assessed by the Board from

time to time.

8. The Board complies with both the Property Occupancy Agreement and the Property Warrant of Fitness requirements.
9. The Board of Trustees may delegate parts of the programme to a property sub-committee, or consultant, who should report to the Board at each meeting.
10. The Principal has delegated responsibility from the Board for Property Programmes and works closely with the Property Manager.
11. The day-to-day administration of property programme is the responsibility of the Property Manager.
12. Police Vetting Policy is followed to check applications re any contractors working at the school.
13. The Property Manager arranges for cleaning and care taking services, the grounds maintenance programme and a security system to operate.
14. A formal Licence to Occupy will be required by outside parties which operate from the school buildings. This Licence to Occupy will be signed in accordance with the requirements set out by the Ministry of Education. Outside parties will liaise with the school through the Principal(or delegated representative) and will be responsible for any ongoing costs associated with the running of their operation.
15. The Board, through the Principal, will endeavour to allow local contractors to participate in tendering for work undertaken at the school.

#### **RESPONSIBILITIES**

This policy will be reviewed by the Senior Leadership Team in accordance with its self-review programme.

**Date (Policy effective from)**

**Review Date**

**Signature**

2016

22.4.13