

School Property Maintenance and Management policy

The Board of Trustees ensures the planning and funding of maintenance and capital works for school property is conducted in accordance with Ministry of Education requirements and relevant legislation and regulations.

The primary objectives are to provide a clean, safe, and well-maintained environment conducive to teaching and learning, within allocated budgets.

This will be done as follows:

Roles and Responsibilities:

- a. Principal: Responsible for the day-to-day operation of the school.
- b. Executive Officer: Maintains the Asset Register, manages budgets, arranges insurance and procurement, oversees property projects, maintains inventories, cleaners' contracts and facility hire, liaises with external agencies on property maintenance and project management requirements, manages the financial transactions of any property commitments.
- c. Caretaker: Oversees daily property maintenance, including gardening and cleaning standards, equipment care, and small maintenance purchases within budget.
- d. Board of Trustees Property Committee: Formed as needed, advises the Board on property matters.

Immediate attention given to property maintenance requests and safety concerns through established communication channels. All decisions prioritise health and safety and comply with legal obligations, including obtaining necessary permits and ensuring employee safety. All contractors must meet Ministry requirements and legal standards and while on site work within the school's health and safety policy.

Furnishings and equipment maintained in a safe and functional condition through the compilation and upkeep of a school assets register.

Health and Safety procedures are Implemented and monitored , including fire drills, inspections and regular maintenance checks.

Input from staff, parents, and the community are considered regarding property matters, encouraging student involvement in maintaining a safe and appealing environment.

Providing an annual budget that includes provisions for maintenance and capital works.



A 10-Year Property Plan (10YPP) prioritizes health and safety and essential infrastructure projects, while also addressing maintenance and modernization needs. The school submits a new 10YPP every five years for Ministry approval, allocating funds according to Ministry guidelines.

Property management adheres to Ministry-issued **Property Occupancy Document (POD)** requirements.

We have a **Compliance schedule** (supplied by our local council) which lists all specified areas and systems at the school, this includes inspection, maintenance and reporting procedures that we follow to ensure specified systems meet appropriate standards.

Building Warrant of Fitness (BWOFF) Each year the school ensures property standards meet the requirements to attain a BWOFF under Argest BWOFF and Compliance Services, commissioned by the Ministry.

Fairburn School facilities are available for school and community events, subject to approval. Third-party users must comply with laws, safety requirements, and agreed usage conditions. Regular users must complete an MOE Hire Agreement Contract.

Resources :

Ministry of Education

- Property maintenance
- Property planning
- Capital and maintenance funding for integrated schools
- Building warrant of fitness for school facilities
- Vandalism funding to report school property
- Checking your property after a major incident

Policy Reviewed/Dated:

Signed:



(Principal)

Signed:


ADRIENNE VICKERS (LIKATALI)

PRESIDING MEMBER
15.05.2024