

Property Management

NAG 4

Documentation & Review Polices

<u>Policy</u>	<u>Date Reviewed</u>	<u>Ratified</u>
Property Management	March 2009	May 2009

Supporting documents

1. Warrant of Fitness Certificate
2. Caretaker Job Description
3. Cleaner Job Description





Policy: Property Management

Rationale

The Deanwell Board of Trustees will endeavour to maintain the school grounds, buildings facilities, and machinery in a clean, safe, secure, tidy and attractive condition so that a suitable learning environment is provided for students, and a good working environment exists for staff.

Purposes

1. To ensure that property management is in keeping with health and safety requirements and procedures, and to establish a health and safety programme, to ensure our children have an environment that fosters learning.
2. To comply with the conditions of the Property Occupancy Document.
3. To maintain and protect (ie security) the school grounds and buildings through sound management.
4. To comply with all Occupational Health and Safety Codes and the required Acts in Health and Safety as they relate to schools.

Guidelines

1. The Deanwell School Board of Trustees is responsible for managing all property on the Deanwell School site in the best interest of children at Deanwell School.
2. The Board of Trustees will clearly define who is responsible for managing the property programmes. The day-to-day administration is the responsibility of the Principal.
3. The Board may delegate the responsibility for parts of the programme to the Property Committee or Consultants/s, who shall report to the Board in writing at each board meeting, as part of the monitoring process.
4. Programmes should be monitored regularly, and reviewed annually.
5. The annual budget will provide for on-going maintenance to existing property, plant, and equipment.
6. A Ten Year Property Maintenance Plan will be designed, and implemented annually. Assess capital works needs on an annual basis, and include in the 10YPP.
7. Establish a regular maintenance programme, to be implemented and monitored by the Property Committee.
8. To prepare a statement of financial requirements for implementing the property programme, as part of the annual budget.
9. The Board of Trustees will endeavour to provide adequate security to ensure the safe keeping of all school property, as well as documents, finance, and personnel property held within the school buildings (this guideline has been transferred from the Policy on Security Systems).

Health & Hygiene

All cleaning agents, medicines, poisons, and anything else deemed harmful should be locked away or placed out of sight and reach of children.

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Security & Vandalism

1. The security system will be set when the buildings are vacant.
2. Windows and external doors in classrooms will be locked by classroom teachers, with the caretaker/cleaner ensuring that that each room is secure. The last person to leave a building, being it a teacher or cleaner/caretaker, will ensure the building is secure, the alarm is set, and the lights are out.
3. When school facilities are used by the members of the community out of school hours, a staff or Board of Trustees member will be responsible for the security of the facilities.
4. Valuable goods will be left out of sight when the school is closed.
5. A security company will be contracted to patrol the school, at the Board's discretion.

Machinery & Tools

1. The Principal will ensure a **machine maintenance programme** is put in place, and the monitoring of this programme.
2. All contracting firms employed to carry out work within the school grounds, with their own machinery shall show proof of machine fitness to carry out such work. They shall also provide competent operators.
3. Staff members will use appropriate safety equipment and clothing when working with machinery and tools.
4. Machines and tools will only be used for their intended purpose.

Review

This policy will be reviewed annually.

Chairperson: _____
Glen McColl

Principal: _____
Pat Poland

Date Reviewed:
February 2009