



PROPERTY MANAGEMENT POLICY

RATIONALE

Waitakere SDA School promotes CARE in property management by respecting our environment. The Board of Trustees will endeavour to provide a well maintained, safe, attractive and functional learning environment, for both pupils and staff. This will include the buildings, the grounds, plant, and equipment.

PURPOSES

- To maintain and develop the grounds, buildings and other facilities in a safe, clean, tidy and hygienic condition.
- To maintain a register of all fixed assets, which includes a workable renewal, and replacement procedure.
- To ensure that Property management reflects the school's "Health and Safety Procedures" (see Health and Safety Policy).
- To ensure, that in the management of property, consideration is given to:
 - i. The Treaty of Waitangi
 - ii. The Equal Employment Opportunity Policy
 - iii. Equity
- To liaise with the New Zealand Seventh-day Adventist School's National office, and the Ministry of Education on matters relating to the buildings and grounds.
- To survey the school, establish priorities, and formulate a capital expenditure plan for a five-year period.
- To survey the school, establish priorities and develop a five-year maintenance plan.
- To prepare an annual statement outlining maintenance requirements and costs for budget purposes.
- To establish a time framework for regular checks of fencing, buildings and all fixed assets, so that preventative maintenance can be implemented.

GUIDELINES

1. The Board of Trustees will appoint a Property Management sub-committee, who will be responsible for the implementation of the Property Management Policy.
2. Pupils and staff will be encouraged to take pride in their environment and care for the property of others.
3. Cleaning is to be maintained at a high standard.
4. The Principal will be responsible for the day to day running of the repairs and maintenance of the school and its assets and will report back to the Board.
5. This Policy and all property management procedures will be reviewed annually.
6. The Property Management sub-committee will consult the Ministry of Education and the New Zealand SDA School's National office where appropriate, and on all major work.



CONCLUSIONS

The Board of Trustees of the Waitakere Seventh-day Adventist School believes that it has an obligation to the pupils, the staff and to the community, to provide an environment that is conducive to good learning.

PRINCIPAL

2/2/2022

DATE

CHAIRPERSON

02/02/2022

DATE

RATIFIED BY BOARD: 02/02/2022

NEXT REVIEW DATE: 02/02/2025