

## PROPERTY MANAGEMENT POLICY

### Purposes:

The Board of Trustees provide a well-maintained, safe, attractive environment which meets educational needs.

### Procedures

1. The 10 Year Property Plan is followed and adjusted annually
2. The 5 Year Agreement is developed following a review of Effectiveness of learning areas and consultation with staff and parents.
3. The recommendations for maintenance are reviewed annually.
4. The annual budget provides for maintenance and capital works
5. The Property sub committee meets and reports to BOT 8 times per year
6. The weekly , monthly and annual safety checks are conducted by the caretaker and signed off by the principal.
7. The caretaker liaises with the contract cleaners and supervises the assistant ground person's work.
8. To maintain furnishings and equipment in a safe and workable condition. This will require the compiling and maintaining of a fixed assets register, and the establishment of a workable system for renewing and replacing furnishings and equipment.
9. To ensure property management reflects the School's health and safety Policies and procedures.
10. To monitor school needs and plan a capital works programme for the next five-year period.
11. To insure property adequately
12. To comply with smoke free legislation section 5 (4)(iii) of the Smoke Free Environments Act 1990