HELENSVILLE PRIMARY SCHOOL

POLICY: PROPERTY MANAGEMENT

2010/15

Purpose:

The Helensville Primary School (HPS) will provide buildings and facilities that provide a safe and healthy learning environment for students and working environment for staff.

Objectives:

1. HPS will comply with National Administration Guidelines in relation to property management.
2. HPS will comply with the conditions of any negotiated management agreement.
3. The Board will implement a maintenance program to ensure that the school’s buildings and facilities provide a safe and healthy learning environment for students.
4. HPS will keep written documentation on:
   - A ten year property plan
   - A five year property plan
   - Property occupancy documents
   - Asset registers
   - Hazards checklist
   - Regular electrical checks
   - Building / drainage plans etc
   - The Building Warrant of Fitness
   - Capital work planning
   - Caretaking, cleaning and grounds maintenance programmes
   - School security
5. The Board is committed towards providing innovative learning environments.