**PROPERTY DEVELOPMENT** **AND MAINTENANCE**

**P O L I C Y**

The Board of Trustees will make every effort to provide a well maintained, safe, attractive and functional learning environment.

The Board of Trustees recognises its responsibility to

* Maintain and develop the grounds, buildings and other facilities in a safe, tidy, clean and hygienic condition.
* maintain furnishings and equipment in a safe and workable condition.
* ensure property management reflects the school's health and safety policies and procedures.
* budget appropriately for property maintenance and development.
* property development will be in accordance with the Strategic Plan.

The school will maintain a ten year maintenance programme.

**P R O C E D U R E S**

1. A fixed asset register will be compiled and maintained.

2. There will be a programme for renewing and replacing furnishings and equipment.

3. Capital works programmes will be in accordance with the schools 5 Year Strategic Plan.

4. The School will be surveyed annually to establish priorities for maintenance and with reference to the Strategic Plan for capital works.

5. An annual plan with approximate costings is to be prepared in October for inclusion in the budget.

6. Regular checks are to be made to fences, buildings, grounds, equipment and other fixed assets so that preventative maintenance can be undertaken.

7. Responsibility for implementation of the Property Policy is delegated to the Property Subcommittee of the Board.

Day to day management is delegated to the Principal.

Passed June 2009