

WAITAKERE COLLEGE

SECTION D **FINANCE and PROPERTY**

POLICY: **Property Maintenance**

Review Date: **August 2016**

REVIEW: **Principal, Business Manager**

GOAL:

To ensure all College property is efficiently and properly used and maintained, and is safe and clean so a pleasant learning environment is available for students, staff and community.

OBJECTIVES:

- 1 To minimise disruption to day-to-day operations caused through facility or service faults/breakdowns.
- 2 To ensure all buildings and grounds are maintained to a high standard.
- 3 To ensure property and grounds budgets are monitored.

GUIDELINES:

- 1 The Business Manager will ensure the College is safe, secure and in a hygienic condition at all times by overseeing and monitoring :
 - the outsourced cleaning contract
 - the day-to-day security under the responsibility of delegated Property staff
 - any security contracts for evening/weekend security
- 2 The Business Manager will instigate and monitor a daily, monthly and annual plan of work for Property and Grounds Staff.
- 3 The Business Manager and Maintenance Manager will carry out regular health and safety checks of all College property to identify, then eliminate, isolate or minimise the hazard.
- 4 The Business Manager will co-ordinate the annual review and operation of the 5 Year Property Plan and 10 Year Cyclical Maintenance plan. Operation and review will ensure satisfactory maintenance of buildings and grounds. This may include but is not limited to:
 - painting and decorating, plumbing, electrical, general repairs and construction
- 5 The purchase, maintenance and replacement of equipment, furniture and supplies will be planned and co-ordinated to ensure all curriculum needs are, within reason, met. In carrying out maintenance, the needs of the Inclusion Support Centre (ISC) students will be a priority i.e. maintenance of ramps, wheelchair access to Blocks and rooms.
- 6 The Business Manager will ensure systems operate for the hiring of College buildings and grounds and that any hireage is monitored to ensure appropriate use of College property.

Signature of Chairperson

Date

Signature of Principal

Date