



KAIKORAI VALLEY COLLEGE

PROPERTY MANAGEMENT PROCEDURE

Purpose

Kaikorai Valley College recognises the need for school grounds, buildings and facilities to be maintained in a clean, safe and hygienic condition, so that students are provided with a suitable learning environment, staff with a good working environment, and an inviting environment is created for the wider community.

Definitions

Sub-Committee Chair (member of the board delegated the property portfolio)

Property Manager - Executive Officer

Guidelines

1. The management of property is delegated to a property sub-committee of the board that shall include the following: Board appointed Chair, Executive Officer, Principal and any other member of the Board who wishes to be involved. This committee shall meet at least once per term and report back to the Board quarterly.
2. A member of the Property Committee shall on a monthly basis do a walk around the school with the Property Manager to monitor the conditions of grounds and buildings and determine any works that may need attention. The Property Committee will keep the Board informed of recommendations for maintenance work to be carried out.
3. The sub-committee Chair, in conjunction with the Property Manager, shall where required follow up on any property matters overseen by external agencies, including Ministry of Education and the school's delegated property management agency - currently School Support.
4. The day-to-day maintenance of the buildings and property will be regularly monitored by the Caretaker and Property Manager and undertaken as time and funding is available.
5. The sub-committee, in conjunction with the Property Manager, will inform the Board of Trustees of deferred maintenance works, the capital works schedule and the long-term maintenance schedule.
6. A schedule of projected long term maintenance over a ten-year cycle will be drawn up by the sub-committee, in consultation with the Property Manager and Principal, and will be reviewed annually the Finance and Property Sub-Committee in conjunction with School Support (or the current consultants).
7. Communications with the Ministry of Education relating to major capital works required to keep the Ministry's property in good order will be facilitated by the sub-committee Chair and/or Property Manager.
8. The day-to-day administration of property matters will be the responsibility of the Property Manager and Principal.
9. A regular preventative maintenance programme will be established, including the repair or renewal of furniture, furnishings and equipment.
10. A statement of financial requirements will be prepared for implementing the property programme, as part of the annual budget.
11. Conditions of the property occupancy document will be complied with.
12. The Executive Officer - Property Manager, through the Caretaker, will ensure cleaning is kept to a satisfactory standard.
13. Grounds will be maintained in a satisfactory condition by the grounds' staff as required.

Date of confirmation by Board of Trustees	27 May 2015
Next Review: May 2018	26 May 2018
Reviewed	