

Wakari School Board of Trustees  
**PROPERTY MANAGEMENT POLICY**

Revised: April 2011



### **PURPOSE**

To maintain the school grounds, buildings and facilities in a clean, safe, tidy and hygienic condition so that a suitable learning environment is provided for students, and a good working environment exists for staff.

### **OBJECTIVES**

- 1 Property management is in keeping with health and safety requirements and procedures.
- 2 Capital works needs are assessed and advised to the Ministry of Education as issues arise.
- 3 A system for renewing and replacing furniture, furnishings and equipment is planned.
- 4 There is a planned programme for long-term maintenance, and regular ongoing maintenance.
- 5 A statement of financial requirements for implementing the property programme is part of the annual budget.
- 6 The board clearly defines who is responsible for managing the property programmes. The day-to-day administration is the responsibility of the Principal.
- 7 All programmes are monitored regularly and reviewed annually as part of the Annual Planning process.

### **EFFECTIVENESS REVIEW**

- 1 This policy will be reviewed by the board in accordance with its triennial programme of self-review.
- 2 The board will make its review report available to parents and staff.

  
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Board Chairperson

  
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Date