



## PROPERTY MANAGEMENT GUIDELINES

**Preamble:** These guidelines are in accord with the **Property Management Policy** approved by the School Board on **08 August 2022**.

- Guidelines:**
1. It is recommended that a Board member be appointed to support the Principal with property management protocols.
  2. Clearly defined roles are set out for the Board member with responsibility for property management
  3. The annual budget will provide for ongoing maintenance to existing property, plant and equipment. Liaison with the Caretaker and staff will be carried out when and where necessary.
  4. A 10-year property maintenance plan is provided and updated annually in accordance with Ministry requirements. This is maintained by the school's Property consultant in conjunction with the Principal.
  5. The school complies with all requirements for health and safety, including any local body regulations.
  6. The school delegates a staff member to take responsibility for the school's Health and Safety requirements, usually a Deputy Principal.
  7. All tradesmen working on site must adhere to school procedures. Police vetting and site safety is paramount.
  8. The 5YA will be reviewed annually and adjusted accordingly.
  9. The Caretaker, School Board Property member and the Principal meet on a regular basis.

**Review:** 2025  
These Guidelines will be reviewed in accord with the review of the Property Management Policy.