

CHRISTCHURCH RUDOLF STEINER SCHOOL

COLLEGE PRINCIPAL GROUP

Management

Policy; **NAG 4:** **Resources/Property**

Procedure: 2: 7 **PROPERTY MANAGEMENT**

The school grounds, buildings and facilities should be maintained 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 personnel.

The College Principal Group will:

1. Develop programmes for short term, long term, and preventative maintenance of property in consultation with the staff, which takes into account the Charter's equity and Treaty of Waitangi requirements.
2. Clearly define who is responsible for managing the property programmes and employ qualified, experienced and competent staff.
3. Assess the school's needs for capital works and prepare an ongoing Development Plan in consultation with the Proprietor.
4. Ensure the implementation of maintenance programmes and minor capital improvements and actively pursue the implementation of the Development Plan.
5. Maintain a schedule of property for insurance and replacement purposes.
6. Establish a procedure for the renewal and replacement of furniture, furnishings and equipment.
7. Explore additional opportunities for the community to use the buildings and grounds of the school.
8. Prepare a statement of financial requirements, in consultation with the Finance Group, for implementing the property programme, as part of the annual budget process.
9. Ensure regular reports are produced for the Board of Trustees by the Properties Committee.

Date approved: 22 May 2012

Signed:

Responsibility for review: Management

Responsibility for administration of procedure: Management

Review date: May 2017