

Policy and Procedure Guide

Subject: Property Management and Maintenance	Date Effective: May 2011 Review Date: May 2012
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Responsible to: General Manager

Applies to: Facilities Manager

Purpose: To ensure procedures are in place to manage and maintain all WRFKA property and Ministry of Education property for which we have responsibility in a responsible, in a systematic and orderly manner.

Definitions:

References: NZ Building Code
Fencing Act
NZ playground Standards
Health and Safety in the Workplace (OSH) Act

POLICY

1. All properties will comply with the appropriate legislation and acts.
2. Maintenance of kindergartens will be managed within a planned cycle of review. Work will then be prioritised accordingly.
3. All leases will be negotiated in a timely way.
4. A register of suitable tradespersons and suppliers will be kept.
5. Maintenance and development shall be carried out during term breaks or outside child contact hours whenever possible. Where it is not possible for maintenance/development work to happen outside child contact hours, management or Senior Teachers will discuss safety arrangements with the Head Teacher and tradesperson.
6. Safety matters will be discussed whenever maintenance/development work occurs in kindergartens.

PROCEDURES

1. This policy should be read in conjunction with the “Building and Environment Development in Kindergartens” and the “Tradespersons in Kindergartens” policies and with the Association’s Facilities Manual.