



## **PROPERTY MANAGEMENT PROCEDURES – NAG 4b**

---

**Inglewood Primary School has implemented procedures in the following areas to ensure that Property Management requirements are being met.**

### **PROPERTY**

- Property Management
- Swimming Pool
- Use of Grounds & Facilities
- Vandalism

### **SUPPORTING SCHOOL DOCUMENTATION:**

- 10 Year Maintenance Plan
- Annual Development Plan
- Asset Register
- B.O.T. Annual Report
- BOT Monthly Reports
- Building Warrant Of Fitness
- Cleaning Schedules
- Hazard Documentation
- Insurances
- Job Descriptions (Property)
- Key Register
- Maintenance Checklists
- NAG 4 Policy
- Property Occupancy Document
- Public Liabilities Insurances
- Strategic Plan
- Swimming Pool Maintenance Reg

## **PROPERTY MANAGEMENT PROCEDURES:**

### **PROPERTY MANAGEMENT**

---

- The Property Management policy and procedures should be read in conjunction with the school's Health and Safety policy/procedures.
- A 10-year capital works programme will be agreed to with the Ministry. This plan will be reviewed annually.
- The Board will employ a consultant to manage all major capital and property works in line with MOE guidelines.
- A three-five year strategic plan will reflect the immediate short and long-term requirements of this plan.
- An annual development plan will detail current property needs and initiatives.
- All grounds, buildings and other facilities will be developed and maintained in a safe, tidy, clean and hygienic condition.
- All furnishings and equipment must be in a safe and workable condition. This will require the compiling and maintaining of an assets register, and the establishment of a workable system for renewing and replacing furnishings and equipment.
- An annual maintenance and cyclical maintenance component will be provided through the annual budget.
- Regular checks for all property will be undertaken and preventative maintenance carried out.
- At the beginning of each week the caretaker will make a visual inspection of all playgrounds and playing areas to check for damage, vandalism etc.
- A monthly hazard inspection / identification will be carried out by the caretaker.
- Inspection reports will be kept on file for future reference.
- Routine maintenance will be carried out by the caretaker.
- The caretaker will inform the principal of any major hazards identified during the regular inspection cycle.
- The conditions of the Property Occupancy Document will be complied with.
- The Board of Trustees will clearly define who is responsible for the implementation of the Property management programmes.
- The Principal will be responsible for the day-to-day management of property matters. Aspects of these may be delegated to other staff members eg caretaker
- A Property report will be presented to each monthly meeting of the Board.
- All property programmes and procedures should be monitored and regularly reviewed.

### **SWIMMING POOL**

---

- The school swimming pool will be operated in conjunction with relevant by-laws and legal requirements.
- Appropriate training opportunities will be provided for the pool operator.

## **USE OF GROUNDS & FACILITIES:**

---

- Any outside agency wishing to use the school facilities must have prior permission from the Board of Trustees. Responsibility for giving this permission may be delegated to the principal by the Board.
- No dogs are permitted on the school grounds. (An exception will be made for Guide dogs and for special occasions eg pet day, police dog demonstrations etc.)
- The school has an approved smoke free policy.
- In the case of group usage an adult must be responsible for ensuring the above conditions are met.
- Anyone using the school grounds must agree to pay for any repairs necessary resulting from any damage caused during use.
- There are specific rules and conditions for the use of the school pool that will be made available to user groups.
- No vehicles are to be brought into the school grounds without the permission of the Principal or Board.
- The Principal is responsible for the lending and return of keys.
- All agencies using the school will sign a form giving details of the conditions and payment as a pre-requisite to using the facilities.

## **VANDALISM:**

---

- The board will make every effort to ensure that compensation is received for any damage caused through vandalism.