
Macleans College - POLICIES & DIRECTIVES

SECTION NO: 300	POLICY NO: 303	ISSUE DATE: 11/08/11
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Property Resource Management

RATIONALE:

The Macleans College Board of Trustees believes that student development is enhanced through the provision of a clean, tidy, safe, stimulating and welcoming physical learning environment.

PURPOSES:

- 1 To ensure that the school is kept in a clean, tidy and hygienic condition.
- 2 To ensure that the equipment, grounds and buildings meet all health and safety regulations.
- 3 To ensure that the fabric and structure of all buildings are maintained in excellent condition.
- 4 To assess capital works needs and advise the Ministry of Education.
- 5 To develop regular and long term maintenance programmes.
- 6 To establish a system for renewing and replacing furniture and furnishings.
- 7 To provide and maintain both indoor and outdoor facilities which allow the school to provide worthwhile social spaces and co-curricular programmes.

GUIDELINES:

- 1 Property management will be the responsibility of the Buildings and Grounds Subcommittee of the Board of Trustees.
- 2 The Board of Trustees will continue to work with the Ministry of Education in administering the 5 year property plan and associated property grants.

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- 3 The Board of Trustees will continue to liaise with the Ministry of Education over roll growth issues.
- 4 The Board of Trustees will continue to address the need for a capital works programme to overcome the restraints of physical space caused by overcrowding.
- 5 Infrastructure for accommodation of international students will be financed from international student fees.
- 6 The Property Team under the direction of the senior management team will oversee contracted services.
- 7 The participation of all staff and students in property management, will be encouraged by surveying their needs and instilling their ownership.
- 8 The Buildings and Grounds Sub-committee of the Board of Trustees will carry out an inspection of school buildings and grounds at least twice a year.
- 9 An annual system of staff appraisals will contribute to an evaluation of the effectiveness of the delivery of property management resources.

COMMITMENT:

The Macleans College Board of Trustees will provide and maintain a clean, tidy, safe, stimulating and welcoming environment that enhances student learning and development.

OTHER RELEVANT DOCUMENTATION:

- Staff Appraisal Policy
- Health and Safety Policy
- Use of Sick Bay Policy