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# Macleans College - POLICIES & DIRECTIVES

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SECTION NO: <b>300</b>	POLICY NO: <b>307</b>	ISSUE DATE: 11/08/11
TITLE: <b>FINANCIAL, ADMINISTRATIVE &amp; PHYSICAL RESOURCES</b>		ISSUE NO: 4
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## Management of Property and Grounds Maintenance

### **RATIONALE:**

Property maintenance is a crucial issue for supply of needed services, support of the overall ethos of the school, and the economic impact of unfilled maintenance needs.

The costs for doing this to the standard historically expected by the school are large and tending to increase with age of the buildings

### **PURPOSES:**

This policy aims to set a model for economic management of maintenance in the school which meets and optimises the above needs, while using management methods which maximise the contribution of the funds available.

### **GUIDELINES:**

Current management ideas acknowledge that there is a wide range of management methods which can be applied to the various maintenance needs. However, the two extreme opposites are:

- Total outsourcing of maintenance services.
- Total internal provision of maintenance services.

The Board of Trustees has recognised that extreme dependence on outsourcing is effective in terms of management time and “hassle.” It can be the most expensive means of achieving goals.

Internal provision of services can be potentially more economic and has the virtue of being more open to direct control, but has considerable dangers and pressures managerially. To attempt to do this with poor quality working staff and/or management resources could mean a loss of the primary potential benefits.

### **Building Services:**

Building regulations and Ministry requirements make it mandatory that significant maintenance and property management involves a need for external professional and qualified trade support.

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For these reasons the Board of Trustees requires that wherever legislation, regulation, or the Ministry of Education require certification by qualified persons, these functions will be outsourced, including such specialised labour as builders, electricians and plumbers. Minor works not requiring expert certification may be handled by a combination of internal and external labour, to optimise economy and efficiency of service.

### **Grounds, Drainage and Playing Fields:**

Many grounds services can be addressed by internal staff most effectively and economically, and it is the Board policy to do so.

However there are works involving specialist machinery or skills which would be uneconomic to provide internal resources for. These include such items as drainage repair and maintenance; maintenance of sand fields and maintenance of machinery, which is not economic internally. It is the policy of the Board to out source these services.

### **Recording and Planning Systems:**

The school currently uses a software programme with multiple functions (Assetwhere) to record all assets and as an aid to plan on-going replacement and maintenance work.

### **COMMITMENT:**

The Board of Trustees has decided to commit to a thoughtful balance of service provision in the property area. Some necessary specialist services will always be provided by outside contract. The Board also encourages cost effective internally based property services wherever economically and legally possible.

It is the policy of the Board to maximise the use of Ministry of Education modernisation funds for all works which fall outside the stated purposes of property funding contained in the operational grant.