



GOVERNORS BAY SCHOOL

Property Procedures

OBJECTIVE:

To keep the school property—buildings and grounds, in a safe and serviceable condition.

GUIDELINES:

- The property committee shall report monthly to the Board about work in progress and issues of school property.
- Each term the adventure playground and all outside equipment shall be checked for safety.
- Staff are to check their individual classroom (*or area*) chattels during the last week of each term. Items needing repair and missing items are to be reported to the Principal.
- A security system will remain in operation when the school is unattended.
- All staff are responsible for security of school buildings.
- Use of school buildings, grounds and school property outside of school hours must be authorized by the Board of Trustees, prior to its use, who will set appropriate charges including insurance.
- Only persons authorized by the Board of Trustees or Principal shall have access to the office computer. Existing programmes should not be altered in any way without express authorization from the Board of Trustees or Principal.
- All acts of vandalism and damage will be reported to the Principal who will take the appropriate action.
- The Compliance Schedule for the Building Act 1991 will be held in the Office.
- Records of each inspection by “Independently Qualified Persons” must be kept and held for a period of two years
- The “Building Statement of Fitness” (Warrant) confirming the items listed on the Compliance Schedule is displayed in the Administration Area.

REVIEW STATUS:

<i>Signed (BOT Chairperson)</i>	<i>DATE</i>	<i>REASON</i>	<i>REVIEW DATE</i>
	____ / ____ / _____	<i>BOT REVIEW</i>	<i>August 2011</i>
		<i>NEXT REVIEW</i>	<i>August 2014</i>