



Property and Acquisitions

Responsible to: Chief Executive Officer

Applies to: Facilities Manager, Kindergarten Teams, Kindergarten Parent Groups

Purpose:

- To ensure correct delegations for capital work, repairs and maintenance and cleaning of Whānau Manaaki Kindergarten (WMK) buildings.
- To ensure that all development and enhancement of kindergarten buildings are completed in a timely and planned way to ensure positive learning outcomes for children and provide a safe working environment for staff.
- To ensure that WMK receives excellent service from any tradesperson employed by WMK.

References:

- Financial Management Policy
- Building Act
- Resource Consent Act
- Insurance Specifications
- New Zealand Standards for Playground Development
- OSH Policies for adults and children

Policy

1. All properties will be maintained to a standard which ensures that they are compliant with appropriate legislation and local council by-laws.
2. WMK undertakes regular audits of all buildings. From these audits a property programme is developed to address maintenance and capital development projects.
3. Approval for all building development or enhancement work by individual kindergartens must have received approval from the Facilities Manager before it is undertaken.
4. Maintenance and development of kindergartens will be conducted outside of child hours whenever possible. Where this is not possible the Facilities Manager shall work with the Head Teacher to ensure the children's and staff safety is paramount at all times.
5. WMK is responsible for all repairs and maintenance that pertains to the structural integrity of the building and grounds.

6. Kindergartens are generally responsible for repairs and maintenance of playground equipment. From time to time WMK may provide assistance for specific playground projects.
7. The Facilities Manager will maintain a list of WMK approved tradespersons. This list will be available to kindergarten teachers and parent groups.
8. All requests for maintenance including emergency maintenance must be registered on the online property system.
9. All cleaning contracts for kindergartens must be authorised by a member of the Senior Management Team.

Procedures:

Approval must be sought on the Property Acquisition Form (PA 1) prior to any work commencing.

Procedures for WMK led property development and maintenance:

1. Individual kindergartens will be notified when work is to be carried out in their kindergartens and be consulted with during the planning and design of work to be undertaken.
2. Work will be prioritized in an equitable way across all WMK properties.

Procedures for emergency property work:

1. When an emergency property repair work is identified, whether during operational hours or not, teachers must in the first instance use the Approved Contractors List to source a suitable tradesperson. If this is not possible contact must be made with either the Facilities Manager or another Senior Manager or Senior Teacher. WMK must be advised of all emergency property repairs, either before or after the repairs have been undertaken.
2. Any work undertaken in an emergency without the knowledge of a Senior Manager must be only to ensure that further damage to the property does not occur. All remedial work beyond this must be authorised by a Senior Manager.

TRADESPEOPLE IN KINDERGARTENS

1. Tradespeople can carry out minor maintenance (eg weeding) during child contact hours, in consultation with the teachers.
2. WMK may approve other property work to be undertaken during child contact times. Where this occurs appropriate health and safety measures will be put in place.
3. WMK will ensure that kindergarten teaching teams are familiar with the Health and Safety responsibilities that must be legally applied to tradespeople.

KINDERGARTEN CLEANING

1. A Senior Manager must be party to all individual kindergarten cleaning contracts.
2. The kindergarten teaching team will be responsible for the day to day management of the cleaners. However, the Senior Managers will provide support to teaching teams where difficulties are arising with the management of cleaners.