



## MARIAN SCHOOL BOARD OF TRUSTEES

# PROPERTY MANAGEMENT AND MAINTENANCE POLICY

### PURPOSE

The Board of Trustees will maintain control of the school's maintenance programme for grounds, buildings and facilities within the Board's requirements and subject to budget being provided.

### POLICY

- The Board of Trustees will prepare an annual budget for implementing the property maintenance and develop a ten year property maintenance plan which will be reviewed annually.
- By September of each year the Principal will arrange for an annual review of the buildings, grounds and facilities and furnish a report to the Finance Committee of the Board of Trustees so that consideration can be given to including items in the annual budget.
- An asset register will be kept and maintained by the Principal.
- The Board of Trustees will maintain close contact with the Catholic Integrated Schools office re the state of the buildings under the Proprietor's responsibility.
- Suitably qualified/skilled personnel will be employed to carry out specified tasks.
- As property is upgraded the Board of Trustees will ensure that it complies with current legislation.

### REVIEW

This policy will be reviewed by the Board of Trustees triennially.

**APPROVED** 9 May 2006

Board of Trustees Chairperson: .....