



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

- To prepare an annual budget for implementing the property maintenance.
- To prepare and develop a ten year property maintenance plan which will be reviewed annually.
- To keep the asset register up to date.
- To maintain close contact with the Catholic Integrated Schools office re the state of the buildings under the Proprietor's responsibility.
- To ensure adequate qualified/skilled personnel are employed to carry out specified tasks.
- To ensure that the obligations of the Health and Safety Act 1996 are adhered to.
- As property is upgraded we will ensure that it complies with current legislation.

REVIEW

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.

APPROVED 9 July 2003

Board of Trustees Chairperson: