

St Columba's Catholic School

Property Policy

Adopted by the Board of Trustees 2016

Rationale:

Maintenance of the school is vital to achieve an environment conducive to teaching and learning. Continuous monitoring of the school's buildings, facilities and grounds, together with a flexible and preventative programme of maintenance will ensure efficient use of resources.

Purposes:

- To allow teaching and learning to take place in a safe and clean environment.
- To ensure a programme of ongoing maintenance is implemented.
- To ensure that the schools equipment, buildings and grounds comply with Health & Safety Regulations.
- To ensure effective use of maintenance, caretaking and cleaning services and funds.
- To ensure that an effective security system operates for the school.
- To ensure that all buildings and contents are fully insured.

Guidelines:

- Each year the Board of Trustees prepare the following year's maintenance programme together with a budget. Minor maintenance is Board responsibility. Major maintenance and/or Capital Works is addressed in consultation with the Proprietor each year.
- Principal/Executive Officer to arrange for the prompt repair of any damage to buildings, fittings, equipment etc.
- Each year the Board of Trustees to be responsible for the payment of Insurance Policies on school contents.
- Advise the Board of Trustees immediately of any repairs involving major expenditure.
- That the Principal or person delegated be responsible for the School being secure at the end of each day.

Approved by the Board of Trustees 2016

Chairperson: