

Policy Title:	Property Maintenance & Development Policy	Classification:	Management
Monitored by:	GM Operations	Approved by:	GM Operations
Effective Date:	May 2021	Review Date:	May 2023

Objective: To outline the shared responsibilities that the Association and individual kindergartens have for maintaining and developing the indoor and outdoor learning environments.

Commitment: Hutt City Kindergartens (HCK) is committed to ensuring its premises are safe, compliant and effective learning environments for children, teachers and visitors. We will meet all statutory regulations, NZ playground safety standards and ECE licensing criteria.

Related Documents

- Licensing Criteria for Early Childhood Education and Care Services 2008
- NZ Standard 5828:2015 – Playground equipment and surfacing
- Health and Safety at Work Act 2015
- Building Act 2004
- Resource Management Act 1991
- Schedule of Responsibilities (attached)
- 'Approval for expenditure over \$1000' form
- Engagement & Management of Contractors Policy

Definitions:

Minor items or Minor work: items or work that will cost less than \$1000.

Major items or Major work: items or work that will cost more than \$1000.

Non-essential items or Non-essential work: those which are chosen by the kindergarten community to contribute to the unique character of the kindergarten, but which are not required to provide a safe, compliant and effective learning environment. They can be minor or major.

Role of the Association as “Landlord”:

1. The Association will act as the “landlord” in relation to kindergarten buildings and grounds. The Association is responsible for providing and maintaining safe, compliant and effective learning environments.
2. The Association will provide planned annual maintenance and inspections of kindergarten buildings and grounds, as outlined in the Schedule of Responsibilities.
3. Repairs and maintenance costs that would generally be met by a landlord, will be met by the Association. The Schedule of Responsibilities provides more detail.

4. The General Manager Operations has authority in all matters relating to property maintenance and development.
5. Expenditure over \$20,000 must be approved by the Board Chairperson.

Responsibilities of the General Manager Operations:

- Ensuring appropriate procedures are in place for the planning of all kindergarten property development and maintenance.
- Approving alterations to the structure of the building, playground or fences, including painting projects, resurfacing projects or tree removal.
- Engagement and management of contractors for major items or major work.
- Allocation of sufficient operational funding to allow kindergartens to carry out their maintenance obligations.
- Preparing an annual budget to cover Association property development and maintenance costs.
- Supporting kindergarten teams that are exploring long-term development plans.
- Meeting all regulatory and compliance requirements, including those relating to H&S and insurance.
- Obtaining Ministry and/or Council approvals, as required.

Role of Kindergarten community as “Tenants”:

1. The Kindergarten community will act as the “tenant” in relation to kindergarten buildings and grounds. They must comply with the responsibilities outlined in the Schedule of Responsibilities.
2. They will take all reasonable care when using the buildings and grounds, to avoid unnecessary damage.
3. They will email the ‘approval to spend over \$1000’ form to the GM Operations regarding any non-urgent maintenance work required, if it is expected to be in excess of \$1000.
4. They will phone the GM Operations for approval if maintenance work is considered urgent, and expected to be in excess of \$500.
5. Non-essential items or non-essential work is paid from the Kindergarten’s operational fund or savings, unless otherwise agreed with the GM Operations.

Kindergarten Development

1. The Association will work with each kindergarten to develop a long-term plan for the development of the indoor and outdoor environments.
2. The GM Operations will consult with relevant parties and discuss responsibilities, quotes and how the costs will be met.
3. Written approval from the GM Operations is required before any major items are ordered or work is carried out.

Review:

This policy will be reviewed biennially.

Schedule of Responsibilities

Association responsibilities as the “Landlord”:

<p>Annual maintenance and inspection tasks:</p> <ul style="list-style-type: none"> ✓ Chemical wash down of building exterior ✓ Gutter, drain and sump clearing ✓ Rubbish collection and disposal ✓ Gas heater servicing ✓ Electrical Safety PAT testing ✓ Tree inspection ✓ Building inspection ✓ Security system servicing ✓ Fire extinguisher servicing ✓ BWOFF compliance inspections ✓ Heat pump servicing (6 monthly) ✓ Playground Safety inspection (6 monthly) <p>Grounds maintenance:</p> <ul style="list-style-type: none"> ✓ Lawn mowing and weed spraying ✓ Leaf removal ✓ Trimming/removal of hedges, bushes/trees, as a result of annual inspection <p>Contractor services:</p> <ul style="list-style-type: none"> ✓ Rubbish removal (wheelibins) ✓ Sanitary bins 	<p>Supply and repairs of:</p> <ul style="list-style-type: none"> ✓ Oven ✓ Dishwasher ✓ Fridge/freezer ✓ Heating system ✓ Fixed floor coverings <p>Essential work to:</p> <ul style="list-style-type: none"> ✓ Roof ✓ Plumbing ✓ Fences ✓ Playground surfacing, including sandpits ✓ Gates and doors ✓ Windows ✓ Guttering, drainage, sewerage ✓ Building interior and exterior, including painting ✓ Security system ✓ Lighting ✓ Kindergarten signage
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Kindergarten responsibilities as the “Tenant”:

<p>Grounds maintenance:</p> <ul style="list-style-type: none"> ✓ Planting and care of gardens ✓ Development of garden features ✓ Planting of specimen trees <p>Ad hoc services, such as:</p> <ul style="list-style-type: none"> ✓ Sunshade/shade sail removal and reinstatement ✓ Skip bin hire 	<p>Supply and repairs of:</p> <ul style="list-style-type: none"> ✓ Furniture and equipment for the indoor and outdoor environment ✓ Sunshades/shade sails ✓ Microwave ✓ Keys ✓ Light bulbs <p>Non-essential work to:</p> <ul style="list-style-type: none"> ✓ Fences ✓ Playground surfacing ✓ Gates and doors ✓ Building interior and exterior, including painting
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