

Property Management for Schools

Contents

Property Operations Manager	1
Employment of Project Managers	1
Health & safety when building contractors are on a school site	1
Condition assessments	3
Code of Compliance and Certificate of Public Use	3
Process for Roll Increase - Property Related	4
Rules around Minor Maintenance Work	5
Guidance for New Building Works	6
Police Vetting of Contractors	6
Building Warrants of Fitness	7

Property Operations Manager

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Employment of Project Managers

Project Managers will be employed to work with schools for all projects requiring a building consent.

Project Managers are selected from the Ministry of Education 'preferred suppliers list' - those who have completed the web FM Condition Assessment Training.

Health & safety when building contractors are on a school site

When major building work is undertaken at a school, responsibility under the Health and Safety at Work Act places duties on people who either control the work, or engage others to do the work.

Property Management for Schools

Health and safety is a shared responsibility. At a school health and safety is especially the concern of a Board of Trustees as the occupier of the premises which are used by the Board's employees (e.g. teachers) but also by members of the public (students and their families) and contractors who are engaged to work at the school.

When building work is proposed there are 2 situations that need to be addressed:

The first situation relates to building work carried out at the school by the Board of Trustees.

1. As controller of the school grounds it's the Board's responsibility to institute a health & safety plan and systems (such as accident and hazard reporting) and all other steps required to eliminate, isolate or minimise hazards on the grounds. It is important that contractors coming onto the school site are notified of any hazards that might affect them in the course of their work at the School.
2. The Board also has a responsibility for ensuring that their contractors have a health & safety plan which is approved by their project manager, the principal or school property manager, and that effective action is taken by the contractor to eliminate, isolate or minimise hazards arising from their operations. Contractors must have professional indemnity insurance, public liability insurance and motor third party insurance.

The second situation is where works are carried out at the school on behalf of the school proprietor. In such cases, health and safety responsibility lies with the proprietor and the contractor. The proprietor's responsibility is generally in accordance with 2 above and they or their project manager would make any inspections required to ensure hazards created by the work are eliminated. School personnel do have a responsibility to alert the proprietor, Diocese of Wellington or their project manager immediately to any situation that they consider hazardous.

For further information refer to:

1. Ministry of Education website www.minedu.govt.nz "Worksafe at Schools - Toolkits 11, 11a and 11b" and the "Health and Safety Code of Practice - Construction Work at the School" and
2. Consumer Build website www.consumerbuild.org.nz Health and Safety in Employment Act and the legal requirements for keeping people safe on building sites.
3. Department of Labour website www.dol.govt.nz "A principal's guide to contracting to meet the Health and Safety in Employment Act 1992."

Property Management for Schools

Condition assessments

A condition assessment is a systematic review of all the school buildings, facilities, plant and underground services to assess their current condition.

Proprietors and Boards of Trustees must assess the condition of their school property to plan work into their 10 Year Property Plan (10YPP) and keep the school in good working order, meeting all legal and Ministry of Education standards and to be safe and functional.

PND schools participate in the Ministry of Education Condition Assessment process and use the web based "Web FM" condition assessment tool to record the assessment findings. The condition assessment is undertaken as a minimum every 5 years by a qualified and experienced project manager using the national maintenance standards and methodology. The project manager incorporates the results of the condition assessment into each school's 10 YPP. Project managers must have undertaken the Ministry's condition assessment training.

To ensure that the plan is kept up to date it is reviewed annually by the PND Property Team.

Schools will be able to access their condition assessment directly from the Web FM website but will require to log onto the site. The Ministry of Education has still to provide access details for schools.

For further information contact your Property Operations Manager, Corinne Richdale

Code of Compliance and Certificate of Public Use

The Building Act 2004, requires that a "Certificate for Public Use" (CPU) or a "Code of Compliance Certificate" (CCC) be issued for a new, or remodelled, buildings before it may be occupied or re-occupied. These certificates are issued by the Local Territorial Authority.

A CPU enables the public to have access to areas of a building before a CCC is issued. This may be necessary to enable part of an existing building to be used while work is carried out elsewhere. A CPU also allows for staged completion where work continues in another area of the building. A CPU is not required for areas of a building that are not being altered and are not covered by the building consent.

Property Management for Schools

When issuing a CPU the LTA is required to consider only the safety of the public. Safety of employees or workmen on site is an OSH issue. Even if a CPU has been issued the property owner must still obtain a CCC on completion of the building work.

Good planning is required by contractors, sub-contractors and architects to ensure that the necessary inspections by the LTA are carried out according to the building programme. Pre-inspections by LTA building inspectors prior to the anticipated completion date of a project can be helpful in highlighting any unexpected issues that may arise and prevent the timely issue of a CPU or CCC.

With careful planning by all parties delays can be avoided, but it is important that Boards of Trustees do not allow occupation or re-occupation by staff and students prior to the issue of either a CPU or a CCC by the LTA.

It is a Council requirement that buildings must not be occupied or re-occupied without one or other of these certificates. The school's Project Manager is responsible for obtaining all Local Authority Compliance requirements. If you are in doubt, please discuss the issue with your Property Operations Manager, Corinne Richdale.

Process for Roll Increase - Property Related

A proposal to increase the maximum roll of any Catholic school requires the support of the Proprietor before an application can be made to the Minister of Education. If the application is successful an adjustment to the agreed maximum roll is made through a supplementary agreement to the school's integration agreement.

Catholic Integrated schools seeking to increase their maximum roll need to initially contact Lynette Roberts-King, Schools Manager to obtain the approval of their Proprietor. Once this is obtained the necessary application documentation can be completed and sent back to Lynette Roberts-King, who will then forward it on to New Zealand Catholic Education Office (NZCEO) who will forward it on to the Ministry of Education.

For more information please refer to the *Handbook for Boards of Trustees of New Zealand Integrated Catholic Schools*

Property Management for Schools

Rules around Minor Maintenance Work

Boards of Trustees receive funding directly from the Ministry of Education as part of their operational grant to carry out minor maintenance. This generally covers interior/exterior painting, and repairs rather than complete replacement.

Minor Maintenance is:

- Repair work undertaken by the school to prevent the asset deteriorating further
- All maintenance, which is expected to occur within a 10-year cycle

Examples

- Interior/exterior painting
- Repairs to fixed floor coverings, vinyl, carpet
- Repairs to electrical, plumbing, underground systems
- Repairs to water heaters, stoves, light fittings
- Repairs to driveways, hard courts, fencing
- Repairs to roofing, spouting, down pipes
- Curtain replacement

Cost Guideline

Under \$5,000 plus GST

Major Maintenance is:

- Work undertaken by the Proprietor as part of the major maintenance programme
- All maintenance to the asset, which would occur outside of the 10-year cycle

Examples

- Complete replacement of a roof
- Complete resurfacing of a hard court, driveways, fencing
- Complete replacement of electrical, plumbing, drainage
- Complete replacement of window facades
- Complete replacement of heating plant

Property Management for Schools

- Complete replacement of floor coverings
- Complete upgrade of toilets and wash areas

Cost Guideline:

Over \$5,000 plus GST

Guidance for New Building Works

School Proprietors are responsible for the funding of new school buildings unless the government agrees to provide funding.

Present government policy only funds new buildings at integrated schools when there is limited capacity in the surrounding network of state schools and the funding of a new building at an integrated school to provide additional student places, will save major expense at a neighbouring state school. When the government agrees to provide funding this is termed “Policy Two” funding.

Mostly, however, Proprietors fund new building work at their schools through the collection of Attendance Dues. The limited capacity of regional groups of Proprietors to obtain loan money and service debt led to the establishment in 2004 of NZCEO Finance Ltd. This body is charged with administering what is known as the National Attendance Dues and Capital Indebtedness Sharing Scheme. Participating Proprietors commit to contributing an agreed percentage of their Attendance Dues and in return the scheme undertakes to debt service all the loans it accepts for upgrading, extending and constructing new buildings.

Police Vetting of Contractors

The Education Amendment Act 2010 has changed the requirements contained in the Education Act 1989 (‘the Act’) around Police vetting in schools and ECE services for non-teaching employees, contractors and their employees, and adult members of households where home-based education and care services are provided.

Key Changes

Property Management for Schools

- From 20 May 2010 all vetting for these people will be done through the New Zealand Police Licensing and Vetting Service Centre.
- Employers will no longer be required to vet staff who does not work during normal school hours or service opening hours.
- Contractors and their staff will need to be vetted if they have, or are likely to have, unsupervised access to students at the school or children at the ECE service during normal school hours or opening hours. The contractor provides names of staff to the school who forward to New Zealand Police for checking. The Project Manager must ensure the vetting has been completed prior to workers moving onto a school site.
- Police vet must be obtained before staff and contractors have, or are likely to have, unsupervised access to student or children.

For more detailed information go to “Circular 2010/09 - Changes to Police Vetting requirements” on the Ministry of Education website www.minedu.govt.nz

Building Warrants of Fitness

Argest Technical Services (Argest) are the contractors for the issue of Building Warrants of Fitness (BWOFS).

Argest issues each school with a manual describing the features schools need to regularly maintain (and test where appropriate) such as lifts, fire alarms, and fire doors. Time is spent with the school caretaker or person responsible for completing the checks to ensure they are conversant with all the necessary tasks. This includes forwarding a postage paid card to Argest certifying that the required monthly inspections have been carried out.

If a school has to carry out work as a result of a BWOFS check it is important that this is actioned immediately. The flow chart below shows the overall process. At the end of each year Argest will notify ADW of any outstanding work and we will follow up the schools concerned.

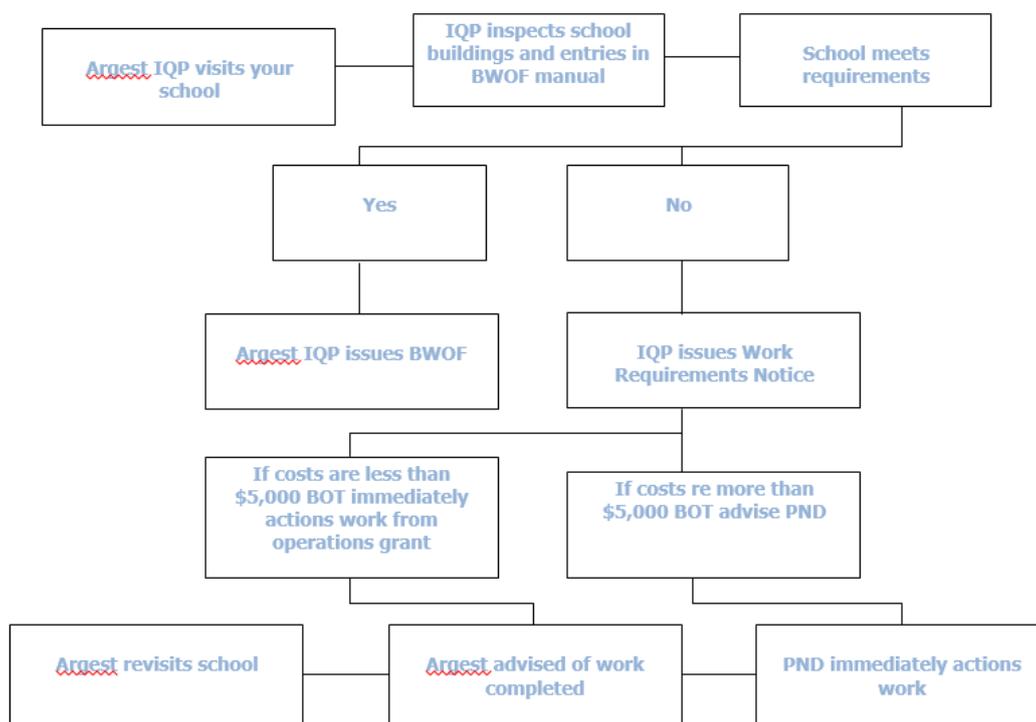
It is important to remember that it is a legal requirement to prominently display your school’s BWOFS, for example, in the administration area.

If you have any queries about BWOFS or compliance issues the contact person at Argest Technical Services is Noelene McGregor Ph: 0800-274378 Email: nmcgregor@argest.co.nz

Property Management for Schools

What is the BWOFF process?

The flowchart below outlines the BWOFF process carried out to ensure schools are complying with the requirements of the Building Act.



Maintaining electronic fire alarms

Argest have negotiated a sub-contract with Wormald to maintain and test electronic fire alarms types 2, 3 and 4 at a competitive rate. Schools interested in using this service need to liaise with Noelene McGregor at Argest Technical Services: ph 0800-274378 or email nmcgregor@argest.co.nz