

# 11. PROPERTY MAINTENANCE

**OVERALL RESPONSIBILITY**

**BOARD**

**DAY TO DAY OPERATION**

**CENTRE MANAGER**

**The Board of the Tauranga Netball Centre will:**

1. Provide a safe environment for all involved.
2. Comply with relevant legislation and regulation both locally and nationally.
3. Facilitate appropriate long term maintenance plans for property, plant and equipment.
4. Record relevant maintenance works have been completed.
5. Provide appropriate equipment for staff to carry out maintenance.
6. Budget appropriate funding.

**Management of the Tauranga Netball Centre will:**

1. Work with Board Property representative to formulate Property Maintenance Plan.
2. Conduct maintenance in accordance with the plan.
3. Report to board on compliance with the plan.
4. Ensure all maintenance work is performed in a safe manner, both by staff and outside contractors.
5. Provide the board a list of outside contractors who will regularly conducting maintenance and what that is.
6. Ensure staff and outside contractors are appropriately qualified for the tasks being performed.
7. For emergency maintenance notify the board property representative, board chair or board member dependent on availability.
8. Identify property, plant and equipment replacement requirements and report to board.
9. Budget for annual maintenance costs and replacement requirements and input to board annual budget.

**Appendix: Maintenance Schedule Spreadsheet**

Updated by: Rick Powdrell	Date board Approved: 12 October 2021	Next review due date: October 2023
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