

Self-Audit Checklist  
Section 6 – Asset Management

*Section title – Asset Management – and numbering cross reference to the August 2020 Board Assurance Statement*

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# Property Management 1,2,4,9 (over time review)

| **Please tick all questions including bullet points or write N/A if not applicable.** | | Yes | No | Unsure |
| --- | --- | --- | --- | --- |
| 1 | Implemented a maintenance programme and property management policy to ensure that the school’s buildings and facilities provide a safe, healthy learning environment for students?  *[NAG 4(c); clause 17 Property Occupancy Document].* |  |  |  |
| 2 | Confirmed that the budget reflects the school’s priorities as stated in the charter?  [NAG 4(a); Property Occupancy Document]. |  |  |  |
| 4 | Received monthly reports on monitoring, maintenance and hazards, and is the board satisfied with compliance?  [Good practice re Health and Safety at Work legislation; cl 17 Property Occupancy Document]. |  |  |  |
| 9 | Prepared and reviewed a 10-year property plan covering maintenance and capital property requirements in accordance with Ministry of Education guidelines? [clause 7 Property Occupancy Document]. |  |  |  |

# Access for people with disabilities 3 (over time review)

| **Please tick all questions including bullet points or write N/A if not applicable.** | | Yes | No | Unsure |
| --- | --- | --- | --- | --- |
| 3 | Provided access and facilities for persons with disabilities to and within buildings?  [ss 117-120 and Schedule 2 of Building Act 2004]. |  |  |  |

# Evacuation and post disaster relief 5-7 (over time review)

| **Please tick all questions including bullet points or write N/A if not applicable.** | | Yes | No | Unsure |
| --- | --- | --- | --- | --- |
| 5 | Recently reviewed its evacuation procedures/ scheme and is the board satisfied with compliance?  *[re Fire Safety, Evacuation Procedures, and Evacuation Schemes Regulations 2018; Clause 20 POD].*  Refer: [*Developing an evacuation scheme or procedure*](http://www.education.govt.nz/school/property/state-schools/design-standards/fire-safety-design/#developing) |  |  |  |
| 6 | Received assurance at intervals of not more than six months that a trial evacuation has occurred?  *[Reg 29 Fire Safety, Evacuation Procedures, and Evacuation Schemes Regulations 2018].* |  |  |  |
| 7 | Made provision for post disaster and relief? *[Good practice].*  For guidance refer to: [[Checking your property after a major incident](https://education.govt.nz/school/property/state-schools/day-to-day-management/checking-your-property-after-a-major-incident/)]. |  |  |  |

# Swimming Pools 8 (over time review)

| **Please tick all questions including bullet points or write N/A if not applicable.** | | Yes | No | Unsure |
| --- | --- | --- | --- | --- |
| **Young children have drowned by stumbling into unfenced or poorly fenced swimming pools. Boards have an obligation to secure their swimming pools.** | | | | |
| 8 | Checked that the swimming pool meets the requirements set out in the MOE’s [Safety at the pool](http://www.education.govt.nz/school/property/state-schools/school-facilities/swimming-pools/pool-safety/) ; [Building Code (including the new Clause F9 for pool fencing) (external link); [NZS 8500:2006 'Safety barriers and fences around swimming pools'](https://shop.standards.govt.nz/catalog/8500%3A2006%28NZS%29/view)](https://www.building.govt.nz/)   *[Write N/A if not applicable].* |  |  |  |

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| --- |
| **Further thoughts** |
| Is the board satisfied with its overall property management processes and role it plays in sustaining safe inclusive student learning? |
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