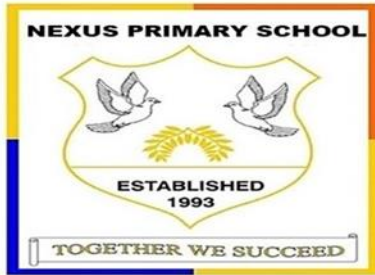


# NEXUS PRIMARY SCHOOL



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**Principal: Mohaladi F.M**

## ASSETS AND MAINTENANCE POLICY

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### Governing Body

SCHOOL STAMP

Date of Adoption by SGB \_\_\_\_\_ Signed: \_\_\_\_\_

Date of Verification by Department: \_\_\_\_\_ Signed: \_\_\_\_\_

## **1. PREAMBLE**

**This policy aims to give guidance to Nexus Primary School to implement and maintain consistent, effective and efficient asset management compliant with legislative requirements. It aims:**

- (I) To develop mechanisms to safeguard all assets of the school**
- (II) To ensure effective, efficient, and economical use of existing school assets.**
- (III) To emphasize a culture of accountability and reporting with regard to school resources;**
- (IV) To ensure effective controls are communicated to management and staff through clear and comprehensive written documentation.**
- (V) To ensure the school's asset policies and processes comply with the relevant regulations.**

## **2. EXECUTIVE SUMMARY**

**Routine maintenance of school facilities in our country is generally unacceptable, resulting in further deterioration over time. The ongoing neglect exposes learners to danger, de-motivates educators and costs the state more and more over time as buildings deteriorate further and collapse.**

**The main causes of building collapse can be prevented regularly by:**

- Repairing or removing any damage that puts learners at risk;**
- Clearing gutters and storm water drainage before the rainy season every year;**
- Conducting basic roof checking and repairs every year to ensure roofs will not blow off in storms;**
- Undertaking termite treatment every 5 years to prevent damage to roofing;**
- Taking out buildings insurance to cover fire and emergency damage (section 6060, gazette 30637);**
- Emptying full toilets and septic tanks; and**
- Re-painting external metal work.**

### **3. LEGISLATIVE MANDATE FOR SCHOOL MAINTENANCE**

The role of the Department of Basic Education is defined in the following legislation:

- **Section 38(1)(d) of the Public Finance Management Act (PFMA), No 01 of 1999 stipulates that the accounting officer for a department is responsible for the management, including safeguarding and the maintenance of the assets of the Department.**
- **The Government Immovable Asset Management Act (GIAMA), No 19 of 2007 promotes the efficient utilization and maintenance of existing immovable assets, (Sec 5(1)(d).**
- **Section 21 of the South African Schools Act (SASA), No 84 of 1999 states that the School Governing Body must maintain and improve the school property and buildings and grounds occupied by the schools.**

#### **FACILITIES MAINTENANCE GUIDELINES FOR PUBLIC SCHOOLS**

- **Guidance on Provincial funding to schools and its use are defined in the South African Schools Act Amended National Norms and Standards for School Funding (Gazettes 29179, 32683, 33723 and 339471). Thus, in practice school facilities maintenance is done under the authority of officials at three levels.**
- **School Principals and School Governing Bodies are responsible for school operation under section 20, and most are responsible for school maintenance under section 21; (Section 21 schools).**
- **Circuits and/or District Management are responsible for schools maintenance under Section 21 if the school or SGB doesn't have sufficient capacity; (Non section 21 schools).**
- **The provincial infrastructure directorate is responsible for complex work and additional infrastructure. The line between major maintenance to be done by the provincial department and preventative maintenance to be done by the School Governing Bodies (SGB's) and School Management Teams (SMT's) is currently undefined.**

## **4. MAINTANACE DEFINITIONS**

### **Planned Maintenance**

- statutory maintenance
- preventative maintenance
- scheduled maintenance
- condition-based maintenance
- backlog maintenance

### **Unplanned Maintenance**

- breakdown maintenance
- normal, fatal, emergency & incident breakdowns and minor repairs

## **5. SECTION 21 SCHOOLS: MAINTENANCE IS MANAGED BY THE SCHOOL PRINCIPAL**

The South African Schools Act states that “the governing body of a public school must .... administer and control the school's property, and buildings and grounds occupied by the school.

## **6. SCHOOL ASSETS AND MAINTANANCE COMMITTEE**

The School Assets Management Committee must be constituted as follows:

(i) Committee members should include member(s) of the SGB and a member of the school’s senior management.

(ii) The principal of the school or his/ her deputy must be the chairperson of the School Asset Management Committee.

(iii) The Asset Officer must be the secretariat of the committee.

(iv) The minimum number of members must be five and not more than seven.

(v) All members must sign a Declaration of Interests Form to ensure that:

- There is confidentiality about the details of all orders, requisitions and disposal of assets.
- All service providers and potential service providers are treated equitably and without prejudice.
- Each member makes known details of any private or business interest, which she/he, or any close family member, partner or associate may have in any proposed procurement or disposal

process, or in any award or contract, and that she/he will immediately withdraw from participating in any manner whatsoever should this be the case.

#### **7. RESPONSIBILITIES OF THE SCHOOL ASSET AND MAINTANANCE COMMITTEE**

The School Asset and maintenance committee reports to the Principal and SGB of the school. It is responsible for the following activities:

- Replacing doors, windows and fittings
- Repairing water systems, plumbing and toilets
- Repairing the electrical system
- Repair and paint the roof of one building each year to ensure that every roof is painted every 5-15 years.
- Termite treatment every 5-10 years as necessary
- Repairing roof leaks, cleaning gutters and storm water drains every year
- Vehicle and generator service
- Fire extinguisher service
- Develop maintenance action plan for each year
- Develop school assets register

#### **8. ASSET LOSSES, THEFT OR DAMAGES**

All officials entrusted with school assets are responsible for the management, including the safeguarding of those assets within that official's area of responsibility. The following must be taken to consideration when a loss, theft or damage of a school asset has occurred:

- When a school asset (e.g. a vehicle, computer equipment, printer, etc.) has been lost, the incident must be reported to the nearest South African Police Services (SAPS) Office within 48 hours and a case number must be obtained.
- A detailed report must be submitted by the affected official explaining the incident.

- The report must be submitted to the School Asset Management Committee, through the school principal, for further investigation and determination of liability and forwarded to the SGB.
- The report is then submitted to the office of the Accounting Officer to approve write-off of the asset from the school's Asset Register.
- Only when the approval to write-off the assets has been granted shall it be removed from the school Asset Register.
- Any person who loses laptops, cameras, tablets, cell phones, etc. assigned to them must pay for the cost of those items irrespective of circumstances surrounding the loss.

## **9. PERSONAL USE OF SCHOOL ASSETS**

Under no circumstances may an employee utilise the school's assets for personal gain. The school's assets may only be used for school purposes authorised by the SGB and school principal. Assets of the school should only be used at authorised venues and times as determined by the SGB and enforced by the school principal.

## **10. REPORTING**

Employees at Nexus primary school have the responsibility to report any damage or loss of school property or assets to the assets and maintenance coordinator.