

Asset Replacement Maintenance Policy



Rationale:

Parktone Primary School owns a steadily growing inventory of equipment which is essential to the educational and administrative functions of the school. This equipment, detailed in the School Assets Management System (SAMS) data, includes computers and associated equipment, audio visual equipment reprographic and general office equipment. Maintenance and replacement costs are associated with all such equipment.

Aims:

To provide for the replacement of equipment which:

- has served its useful life
- has become too costly to maintain, or
- is out dated technology
- is deemed unsafe

To provide appropriate maintenance for equipment so the effective working life is maximised.

Implementation:

School Council will allocate funds annually for asset maintenance and replacement. The allocation will be based on the expected life of each piece of equipment as recommended by the finance sub-committee and will be cumulative.

Evaluation:

The Department of Education will conduct a biannual assets audit and will provide an updated Assets Register with recommendations to School Council. An annual inspection of all equipment will be made by a school representative and an administrator. Any changes required, resulting from annual and ongoing inspections e.g. losses/damages, will be recommended to School Council as they arise.

Ratified by School Council July 2014