

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 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 - is outdated technology
- To provide appropriate maintenance for equipment such that the effective working life is maximised.

Implementation:

- School Council will annually allocate funds for asset maintenance and Replacement
- This allocation, based on a sound formula which reflects the useful life of each piece of equipment, will be recommended by the finance sub-committee and will be cumulative.

Evaluation:

An annual inspection of all SAMS equipment will be made by the Administration team, School Support Officers and relevant staff members. If changes need to be made to the assets register and calendar they will be made in consultation with the School Council and staff.

This policy was last ratified by School Council in February 2010