



North Taranaki
Kindergarten Association

Property Manual

www.ntkindergartens.co.nz

Reprint June 2011

INTRODUCTION

Welcome to the North Taranaki Kindergarten Association (NTKA) Property Manual. This is a comprehensive manual with information for Kindergarten teachers and Kindergarten committees on Property Management.

All Kindergartens are built to a minimum code and the licence to operate is granted only when the environment meets the Ministry of Education standards. Therefore any work to the building or grounds must have the approval of the Association. The Association owns the building and land of four of its 16 Kindergartens and acts as "trustee" for all Kindergartens within the Association.

This manual has a detailed contents page clearly identifying where information can be found and outlines the NTKA property management procedures.

There is a space for you to add emergency phone numbers and an outline of what to do in the event of vandalism. Insurance claims are also covered.

It clarifies the responsibilities of the Association, the teachers and the committees in the maintenance and development of the Kindergarten buildings and grounds.

It includes is a list of preferred tradespersons, and suggestions of where to purchase some playground/building resources.

There is a summary of the land and building ownership status showing whether your Kindergarten building and grounds are owned by NTKA, the Ministry of Education or whether the land is under a lease agreement.

It also covers cleaning of the Kindergarten with a list of tasks for cleaners. Cleaner contracts are available from the Association.

If you need further information, please try the following publications located at your kindergarten:

- New Zealand Playground Safety Standards N255828/2004
- Nga Kupu Oranga Healthy Messages SNZ HB5828.2006

The Property Manual is also available on our website: www.ntkindergartens.co.nz

Please do not hesitate to contact the Association on 759 7036 if you require any further information.

With thanks to Wellington Kindergarten Association for sharing their Facilities Manual with us.

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SECTION 1 – EMERGENCIES

EMERGENCY PHONE NUMBERS

(Insert your relevant local contacts)

Contact	Phone Number
Police	111 or 759 5500
NPDC	759 6060
Telecom	125
Genesis Energy	0800 600 900
Vector Gas	0800 73 45 67
NTKA Office	759 7036
Property Manager Property Officer	Ext. 14 Ext. 22
National Poisons Centre	0800 Poison or 0800 764 766

EXTREME EMERGENCIES

In extreme emergencies (such as loss of building) the Association Manager shall take the lead role in co-ordination of the recovery phases which may cover;

- Relocation
- Rebuilding
- Reopening (licencing)

The Association Manager, as licensee is responsible to the Ministry of Education to ensure that Kindergartens meet their licencing requirements.

SECTION 2 – PROPERTY MANAGEMENT

PROPERTY MANAGEMENT

Overall responsibility for Kindergarten property is the Association's, either through ownership or legal liability.

Maintenance of the Kindergarten building falls into three categories:

- Emergency maintenance
 - an issue totally unexpected
- Urgent maintenance
 - an issue that has been occurring for a short period of time
- Planned maintenance
 - a project that is on the Association/Kindergarten's long term plan

EMERGENCY MAINTENANCE

- Establish the cause of the problem
- Ensure the environment is safe for children (erect a temporary barrier if necessary)
- Do a basic check and complete the following as necessary:
 - turn off water toby
 - turn off electricity
 - turn off water to hot water cylinder
 - turn off gas (mains and bottles)
- Phone the Association; describe the problem clearly (outside of office hours contact the Property Officer on his cell phone).
- Association will immediately dispatch a contractor.
- The Association will pay all invoices for emergency maintenance work.
- If you are unable to make contact with the Management Team please contact a tradesperson off the preferred tradespersons' list (36).

VANDALISM (or theft)

- Try not to interfere with the scene
- Ensure the environment is safe for children (erect a temporary barrier if necessary)
- Phone the Police to report damage (See Emergency Phone Numbers List on page 4). For insurance purposes, please ensure you are given a Police Incident Report with a job number.
- Inform the Association
- The Association will arrange for an appropriate contractor to attend if required.
- If the claim is likely to be in excess of \$250 an Insurance claim form will need to be completed. A copy of the form is in Section SECTION 6 – INSURANCE of this manual. Also attach the Police Incident Report and send the form and Police report to the Association who will then forward it all to our insurers.

URGENT MAINTENANCE

Staff or committee may identify a maintenance matter which they believe to be urgent and will notify the Property Officer. Depending on the nature of the work a decision will be arrived at in consultation with the Kindergarten to ensure the problem is resolved.

If work is undertaken by the Association this may be charged back to the Kindergarten.

PLANNED MAINTENANCE

Every five years the Association plans to conduct a full property audit of each Kindergarten, which will form the basis of a comprehensive planned maintenance schedule.

Kindergartens will develop a five year property plan that will include items identified in the audit report along with any projects identified by the Kindergarten community.

This work is prioritised and attended to by the Association or Kindergarten committee, by agreement. Refer to responsibilities of Association, committees and staff.

Any work carried out as planned maintenance will generally fall under the requirements of SECTION 3 – PROPERTY ENHANCEMENTS on page 21.

ASSOCIATION RESPONSIBILITIES

The Association is responsible for the following matters;

- Administer five yearly audit of all Kindergartens
- Administer three yearly external audit of Kindergarten playgrounds
 - Undertake termly and annual Playground inspections
- Lease and Property Occupancy negotiations
- Fire equipment and servicing
- Applications for building permits, consents, exemptions and compliance certification
- Notification of building works to the Ministry of Education
- Notification to NZ Fire Service changes to Fire Evacuation Schemes
- Major structural repairs eg roofs, guttering, piles, floorboards, exterior cladding, windows (roof replacement will include insulation)
- Building Warrant of Fitness by IQP (Independent Qualified Person) visits
- Fences – safety or compliance issues
- Lighting and heating
- Administer the exterior painting programme
- Insurance claims (and bi-annual building valuations for insurance purpose)
- Property purchase and sale
- Other property matters by negotiation

The Association undertakes the costs of these works within the constraints of the property budget.

Committees must not undertake works without reference to the Association.

The Association is appreciative of committees who choose to meet some of the above costs from their own committee funds. This enables the limited property budget to be spread among Kindergartens that are less financially viable.

If committees are in any doubt about who is responsible for particular maintenance matters or wish to negotiate costs please ring the Association **prior to the commencement** of any planning or pricing of the maintenance.

KINDERGARTEN COMMITTEE RESPONSIBILITIES

Kindergarten committees are responsible for the day to day maintenance of the building and grounds. The general rule is that the Association will attend to matters which require a tradesperson. However, because of budget constraints, committees often pick up the costs of smaller maintenance jobs to allow the Association to give additional assistance to Kindergartens in communities where parent support is less available for maintenance matters.

The following are the responsibilities of the local committees. This list is not exhaustive.

- Replacing broken window glass (ensure replacement is approved safety glass)
- Minor repairs to sealed areas, paths, grassed areas, fences etc
- Maintenance of grounds, ensuring the lawns are mowed regularly, rubbish removed¹ and the hedges trimmed (see LAWN CARE GUIDELINES on page 14)
- To reduce the danger of fire, the Committee shall ensure that all long grass etc near to any buildings is cleared regularly
- Committees shall arrange for regular inspection and clearing of gutters, spouting and downpipes and gully traps and sumps
- Repairs to ventilation
- Repairs and maintenance to playground equipment structure and softfall areas
- Wash down buildings and signage regularly
- Repairs to furniture and movable play equipment. Note especially the condition of plastic caps on chair and table legs
- Unused/unwanted equipment/furniture should be disposed of appropriately (not accumulated behind buildings)
- Repair to and purchase of appropriate floor coverings
- Purchase of replacement and any new furniture or equipment (check compliance certificate)
- Maintenance and cleaning of veranda awnings and shade sails
- Contracting a Cleaner (see page Contractors Terms of Engagement on page 18)
- Property Security

¹includes pruning's, trimmings, lawn clippings etc (eg. these should not be dumped out the back or over fences)

GENERAL MAINTENANCE NOTES

LIGHTING

Not all fluorescent light tubes are created equal! Correct replacement tubes are available from Kindergarten House – contact the Property Officer

VENTILATION

Natural or mechanical ventilation is required to allow fresh air to circulate, particularly in sanitary and rest areas. Ensure all windows are able to be opened to allow air flow.

HEATING (ECE REGS 2008 CRITERIA PF12)

Kindergartens must maintain an indoor temperature of 16°C or above. Heaters at child level must have a safety guard to protect children from burns.
(ECE REGS 2008 CRITERIA PF12)

ELECTRICAL SAFETY

Multi boxes, extension cords. RCD
Electrical sockets – Kid safe. (includes multi boxes)

GUTTERS

Regular clearing of guttering is critical to the integrity of Kindergarten buildings, especially in areas where leaves from nearby trees eventually block downpipes, causing water to flow back and sometimes into the building.

Internal guttering is almost always made of galvanised steel which eventually becomes susceptible to corrosion.

Leaves contain a toxin which if left in contact with steel, will easily eat through the galvanise and then on to the unprotected steel. **Please check the Kindergarten guttering regularly.**

DRAINAGE / SUMPS

Exposed or open drains -Committees should regularly clear away sand, silt, leaves etc from exposed or open drains.

Ensure all open drains have a safety covering (grilled or solid)

GARDENS / TREES

Consultation must take place between teachers, community and Association staff to ascertain the needs of children before removal or planting of any trees and shrubs (this includes any pruning that changes the purpose of the vegetation ie stumps left in the ground or loss of shade). Approval must be sought from the Property Officer prior to any removal of shrubs and trees.

LAWNCARE

Grass requires regular maintenance throughout the year to ensure a good even growth. It is important that the person who cuts the grass does so at a length that is not too short and it is cut regularly (including the term breaks). It will be necessary to fertilise and perhaps spray for weeds (namely Onehunga – prickles). See page on page 14 for guidelines for lawn care. If you choose to use a contractor for lawn care it would be prudent to ensure they are familiar with Association requirements.

TRADES PEOPLE / CONTRACTORS

If committees wish to undertake minor maintenance work the Association has a list of reliable Tradespersons – *preferred tradespeople on page 36*. We are always looking for reliable tradespersons to add to our list.

Contractors should only work in Kindergartens outside of session times. In extreme circumstances the Association may permit urgent repairs to be completed during session time.

Contractors must complete Form E Contractors Terms of Engagement (*on page 18*)

Compliance certificates (for electrical or council work) are to be forwarded to the Property Officer for filing.

LEAD PAINT

- Ingesting lead paint is a serious concern in young children and can have long term health implications.
- Lead paint is a hazard if it is flaking off the wood or is disturbed by sanding or burning off.
- Lead paint was used extensively prior to 1970 and less frequently between 1970 and 1980.
- If any committee wishes to undertake painting at the Kindergarten please contact the Property Officer so we can test for lead paint and take appropriate steps to avoid contamination.

WORKING BEES

Committees must inform the Property Officer at least one week prior to a working bee being carried out. A working bee may utilise the skills of Parents/Volunteers or Community Service Workers. Use **Form D Notification of Working Bee** on page 13 to advise arrangements made and work to be carried out.

COMMUNITY SERVICE WORKERS

- **Works Group (Supervised)**

Groups of Community Service Workers can be requested to do “clean-up” type work in Kindergartens. This is done either in weekends or term breaks

- A Kindergarten representative must be in attendance at all times so that toilets etc are accessible
- The Kindergarten needs to supply all consumables. The CSW’s supply their own equipment
- The Kindergarten will be asked to fax a list of jobs to the work centre prior to the work day use **Form D Notification of Working Bee on page 13** (a copy also needs to be sent to the Association)

Teachers should check the building and grounds following the Community Service Workers visit.

- **Individual Community Service workers**

From time to time Community workers approach Kindergartens to fulfil part of their community sentence. In this case

- Teachers liaise with supervisors to determine suitability for working on Kindergarten sites (See Community Service Workers Procedure – Personnel Folder)
- Ideally work should be done at weekends
- Each case shall be considered on its merits
- Final approval to be given by Association Manager before any work commences.

Community Services workers must not work in Kindergartens while children are present

Information regarding Community Service Workers is available from The Department of Corrections Community Work Centre (06) 759 0621, Fax (06) 759 0611.



Form D
Notification of Working Bee

Use this form to notify the Property Officer of Working Bee and proposed works to be undertaken

Kindergarten _____ Date of working Bee _____

Start/End Time _____ Postponement date _____

Who will undertake the work?

- Parents/volunteers
Community Service Workers (fax this form to Community Work Centre (06) 759 0611)

Please note that there must be a Kindergarten representative on site whilst Community Service Workers are in attendance.

Contact Details of organiser

Name _____ Phone _____
Mobile _____

Details of work to be carried out

Multiple horizontal lines for writing details of work to be carried out.

Signed: _____
Organiser Head Teacher Date

Notification received _____ Approved / Declined
Property Officer

LAWN CARE GUIDELINES

Keeping a kindergarten lawn healthy and looking great, and maintaining a safe playing surface for children can be assisted by following this basic lawn care programme.

FERTILISING

Fertiliser is essential in keeping your lawn healthy. Apply a slow-release lawn fertiliser every three months – during each holiday break works well. Use a high nitrogen fertiliser in spring, summer and autumn to encourage growth and colour. In winter apply fertiliser with lower nitrogen and iron to protect against frost and disease.

Fertiliser can be spread by hand or using a spreader will ensure a more even distribution. Ensure fertiliser is well watered in or apply during a period of rain.

Be sure to read the fertiliser label carefully and follow the recommendations.

WEED CONTROL

Weeds will appear in your lawn due to dormant seeds in the ground or through wind, birds or contaminated lawnmowers.

Flat weeds are best treated twice yearly during autumn and spring using a selective herbicide. Apply with a general garden sprayer, walking over the lawn at a steady pace and ensuring a slight overlap. This will obtain a full, even coverage. Once again, ensure label instructions are strictly followed.

Other more invasive weeds may require treatment from an approved contractor.

PEST AND DISEASE CONTROL

Occasionally your lawn may be affected by disease or suffer damage from pests such as grass grub. In these cases it is best to seek expert advice for treatment options.

GENERAL MAINTENANCE

High-use areas of kindergarten lawns can suffer immensely and no amount of lawn care will help. We recommend cutting off any dead or worn patches and replacing them with roll out grass. Early treatment is essential as a small worn area will only become larger if left i.e. footpaths, entrance ways and around sandpits.

You may find this quick reference guide handy in assisting you with your lawn care requirements.

Apply high nitrogen fertiliser												
Apply low nitrogen fertiliser												
Spray weeds												
Watch for insect damage												
Repair any dead or worn patches												
Aerate soil												
MONTH	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

Prepared by: *Expert Turf Services Ltd*
 860A Devon Road, Bell Block, New Plymouth
 Phone 06 755 4022

STAFF RESPONSIBILITIES

- All Staff have a role in monitoring building and equipment maintenance and reporting to the Kindergarten Committee on a regular basis.
- Staff must follow the Association Health and Safety procedures/policies.
- Teachers need to be aware of wear and tear in the playground. The Daily Playground Checklist on the following page is a guide to keeping equipment safe for children. The list is by no means exhaustive. Every playground has its own hazards and it is the responsibility of staff to recognise these and ensure the safety of children at all times. Risk Management plans should be developed as required. Refer also to the property management and safety folder.
- Property Security

ROUTINE (Daily) PLAYGROUND INSPECTION

Items to check	M	T	W	Th	F	What is the hazard?	Risk*U/M/L	Action taken, when, by whom
Gates/fences								
General site layout								
Sandpits								
Surfacing								
Swing structure								
Equipment, platforms, structures & frames								
Poisonous plants								
Sheds								
Water hazard								
New equipment								
Ropes, cables, nets, chairs, tyres								
Slides								
Glide track								
Exits								
Teacher Initial								

(U) Urgent Needs immediate attention

(M) Moderate 1-3 days

(L) Low -4-5 days (unlikely to cause harm – can be supervised. Plan to manage risk)

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Items to check	Description	Items to check	Description
Gates/fences	<ul style="list-style-type: none"> Entrance gate(s) are self closing and latching Fences – check for damage, i.e. rot, protrusions, sharp edges, gaps (where children may fit through) 		
General site layout	Are paths around playground clear of hazards, cracks, trips, vegetation? Is playground environment in good condition free of rubbish? Is seating, fencing, rubbish bins in good condition?	Sheds	<ul style="list-style-type: none"> Structure to be sound, i.e. metal sheds – check for sharp edges. Storage of items should be in a way that personal safety is maintained. Allows children’s free choice of equipment. No heavy objects stored above child’s head level, i.e. earthquake proofing. No hazardous substances being stored in sheds accessible to children, i.e. petrol, cleaning agents, garden sprays, poisons, paint etc.
Sandpits	Any sign of ponding water or drainage issues – health hazard? Is sand raked daily to remove foreign objects, fouling, glass?		
Surfacing	<p>Pay particular attention to equipment high use/wear areas.</p> <ul style="list-style-type: none"> Matting/grass: Is surface material in good condition and secure with no trip points? Remove any fouling of surface or chewing gum, foreign objects, rocks. <p>Bark/cushion fall:</p> <ul style="list-style-type: none"> Check depth is 300mm minimum, rake back to worn areas, e.g. slides, swings etc. Has surface been raked to remove refuse that may be hygiene issue? Any broken glass, rocks, foreign objects and animal waste to cause physical injury? Are borders enclosing loose fill secure? 	Water hazard	<p>Area well drained, ponding minimised.</p> <ul style="list-style-type: none"> Concrete areas swept dry. Check steps and decking are not slippery.
		New equipment	<ul style="list-style-type: none"> Do you have instructions on its correct usage – all staff know how to use it? Have you got appropriate compliance certificates – don’t pay until you do.
Swing structure	<p>Check for smooth swing action, seat for damage or vandalism.</p> <ul style="list-style-type: none"> Give attachments a wiggle – no loose bolts Single pivot/rotating swing attachments rotate smoothly 	Ropes, cables, nets, chains, tyres	Ropes/cables, chains and tyre nets in good repair, no modification or cuts? Are drain holes in tyres clear, no exposed steel wires?
Equipment, platforms, structures & frames (moveable/fixed)	<ul style="list-style-type: none"> Junk play, i.e. cable reels, old car seats etc. Ensure all fall zones/heights are maintained Any obvious physical damage or missing parts, vandalism? Cracked or damaged plastic or wood panels? Any protruding screws, nails or bolts? Any loose items brought into playground – ropes, rocks, logs? Are surfaces free from moss, mould, unhygienic matter – slip potential? Ensure equipment is not situated next to fences to enable climbing. 	Slides	Check for damage or foreign objects on slide bed/sides – exit area wear.
		Glide track	Check trolley for smooth operation along track; wear and end stops.
		Exits	Ensure that all internal and external exits are clear and are able to be used immediately in the event of an emergency.
Poisonous plants	Plants purchased are not poisonous. Refer to literature for poisonous plants.		<i>Risk*: please refer to Playground Handbook (SNZ HB 5828.2:2006) or the Association Office</i>

Contractors Terms of Engagement

North Taranaki Kindergarten Association

Definitions

A *Contractor* is a non-employee of the Association who is engaged to complete a specific task (whether paid or gift in kind).

A *Principal* is someone who engages a non-employee to do work. I.e Head Teacher, Property Officer, Committee member.

A *Principal* must ensure that any contractor or sub contractor has the necessary knowledge, skills and experience to do the work contracted for.

Principals cannot pass their obligations on to a contractor and contractors cannot pass on their responsibility for their own employees.

All contracted work must be completed outside of child contact hours ie. when children are not present. Only in extreme circumstances will the Association give permission to allow work to be carried out during child contact hours. Should this occur the contractor must have a valid Police vet or not be left unsupervised with children. Supervision should be maintained by an adult who is not part of the teaching ratio. I.e. A Kindergarten administrator or a committee member.

The Principal agrees to;

- Ensure the contractor has read and signed these Contractors Terms of Engagement
- Identify and ensure that the contractor is not exposed to any pre-existing hazards at the Kindergarten (or Kindergarten House). These should have been addressed through the appropriate safety management processes.

The Contractor agrees to;

- Adhere to safe practices that are part of their own safety code
- Secure their work area by clearly defining it. Any potential hazard must be eliminated or minimised while the contractor does not occupy the work site.
- Adhere to the smokefree policy. Kindergarten buildings and playgrounds are smokefree at all times.
- Not play music or have a radio on site when children and teachers are present

	Name	Signed	Date
Principal			
Contractor			
Contractor			
Contractor			
Contractor			
Contractor			

SECURITY

Kindergartens may choose to install an alarm system which may or may not be monitored by a local security firm. Having an alarm does not affect our insurance premiums.

If you choose to have an alarm that is not monitored please ensure everyone's safety by contacting the police in the first instance to attend an alarm call out. Do not put yourself in a position of possible harm.

If you must attend an alarm callout do not go alone.

Playground

All moveable equipment must be made immobile ie swings, small moveable equipment. If you are unable to remove it (put away in a shed), chain it together so that it cannot be moved.

The playground standards require gates to be locked after hours.

At the end of each term, complete the Security Checklist on page 20 to ensure your Kindergartens security requirements are met.

Security Checklist
North Taranaki Kindergarten Association

	Yes	No
Alarm Systems checked, including back up batteries		
All door locks, bolts etc checked and in good working order		
Window catches able to be securely fastened		
Faulty or damaged doors and windows repaired		
Inventory taken of all equipment left on site before closing for summer break		
Items of value (eg audio equipment, television, computers, guitars etc placed in secure locations) ie. Covered or out of view of windows.		
Key register reviewed to ensure no more keys are on issues than are necessary		
Arrangements made for the up keep of the grounds during the term breaks (including shrubbery and hedges)		
All external portable equipment (including ladders, rubbish bins, cycle racks not fixed to the ground) moved inside the building		
Arrangements made with neighbours to report any suspicious activity		
Moveable play equipment moved inside, chained together and/or gate locked		
Arrangements made for periodical visits by Staff/committee over the term break		
Security lighting if installed fully operational		
All appliances unplugged at the wall		
Arrangements made to ensure premises are secure after use by other parties		
All cash removed from premises and banked		
All keys removed from premises		
Arrangements made for stopping/collection of mail during term breaks		
Arrangements made for all pets to be re housed and taken care of		

Completed by _____

Date _____

SECTION 3 – PROPERTY ENHANCEMENTS

PROPERTY ENHANCEMENTS

All Kindergartens are built to a minimum code and the licence to operate is granted only when the environment meets the Ministry of Education standards. Therefore any enhancements to the building or grounds must have the approval of the Association. The Association owns the building and land of four of its 16 Kindergartens and acts as “trustee” for all Kindergartens within the Association. *(A summary of the property status is enclosed at the end of this manual for your information on page 44).*

All building and grounds proposed works by Kindergarten committees must be approved by the Association prior to committee seeking any quotes or building consents.

If your Kindergarten is planning any work on the building or grounds you must contact the Property Officer at the Association in the first instance.

Funding for this work is usually raised by the Kindergarten Committee although the Association may contribute through its own funds.

New buildings, alterations and additions to buildings require the approval of the Ministry of Education.

The Kindergarten Association can arrange the following assistance to Kindergartens:

- Clarifying Regulations regarding all matters to do with the licensing of Kindergartens.
- Giving professional and practical advice on playground development in accordance with educational and safety guidelines.
- Advising on specifications for swing frames, sandpits and safety surfaces etc.
- Preparing simple plans and specifications where appropriate for the work involved or liaison with other professional experts if necessary.
- Actual work relating to minor works and preparation of all documentation, calling of tenders and providing a tender summary.
- Interior painting documentation, calling of tenders
- Communicating with local authorities.
- Maintaining a register of trades people and building and maintaining links with the property network in general.
- Ensuring that up-to-date information is available regarding building codes, resource management legislation, safety etc.
- Overseeing projects as necessary.

Developments/Alterations Procedures

1. A need for a development or alteration has been identified.
2. Discussion at Committee Meeting.
3. Is the proposal included in the long term plan? If not you may need to reassess your priorities.
4. Discuss with Senior Teacher and the Property Officer at the Association.
5. Complete a Request for Concept Approval (form A.) (See page 23) Attach any documents to support your proposal (not architectural drawings at this stage.)

The Property Officer, Management and the Senior Teacher will consult and;

- i. In some circumstances the approval may be declined
 - ii. Approval is given for the planning and design to continue
6. On receipt of Form C, proposed property enhancement, the Kindergarten commissions preliminary drawings including a site plan and floor plan. This may include engaging an architect, draughtsman, designer or landscaper.
These preliminary designs and any supporting documentation are submitted to the Association for approval. The Kindergarten begins their consultation with the community regarding the proposal.
The Property Officer should be involved in the consultation and planning stages.
 7. Following satisfactory consultation with the community, and approval from the Association (Form C) the Kindergarten can proceed with the development of full working plans. These should be discussed with the Property Officer before they are submitted to contractors for acquiring quotes.
 8. On receipt of quotes the Kindergarten makes application to the appropriate funding organisations.
 9. The Kindergarten makes application (on Form B) to the Association for final approval to proceed. They should submit to the Association:
 - a. Full Contract documentation (plans, specifications etc)
 - b. Copies of quotes received
 - c. Copies of funding applications and outcomes
 - d. A proposed budget (including design, consent, fees)

Along with a Request to proceed with project works (Form B)

10. The Kindergarten receives written approval (Form C) to proceed. The Property Officer should be kept up to date on the schedule of proposed work. All work must happen outside Kindergarten session times, unless special permission is sought from the Association.

Must be sent to the Property Officer at the planning stage of any project

Name of Kindergarten:	Date:
Contact Person:	
Telephone No:	
Email:	

This form is to be used to gain concept approval for any;

- **Maintenance, additions/alterations to the building and/or grounds or playground**

Please attach any documents to support your proposal (not architectural drawings)

Briefly, what are you planning?

Is this part of your five year property plan?

YES/ NO

Why are you hoping to do this?

What progress has been made? Eg. discussed with Staff, Committee, Senior Teacher
Are they in agreement? If not, please explain

How much do you expect the work to cost?

How do you plan to finance this?

When do you hope to have the work done?

Who are you planning to get to do it?

Who is leading the project on behalf of the Kindergarten?

What help or advice do you need right now?

Any other comments

Must be sent to the Property Officer prior to any work commencing

Name of Kindergarten:	Date:
Contact Person:	
Telephone No:	
Email:	

<p>This form is to be used to gain approval to <u>proceed</u> with any;</p> <ul style="list-style-type: none"> - Maintenance, additions/alterations to the building and/or grounds or playground <p>Attach the following documents if not already received by the Property Officer:</p> <ul style="list-style-type: none"> - Contract documentation - Funding verification - budget to show income and expenditure - quotes

Preferred contractor and why?

Is a building consent/exemption required for this project/work? If yes, applications are the responsibility of the Association (this may be delegated)	YES/NO
---	--------

Who will be acting as project manager? (please give contact details)
--

Further Comments

The Kindergarten Committee certifies that the information contained in this application is true and correct in every aspect and agrees to pay all costs of the project as stated.	
Signed:	<div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 5px;"> Kindergarten President Head Teacher </div>
Date:	<div style="border-top: 1px solid black; margin-top: 5px;"></div>



No work is able to proceed until you have received this form from the Property Officer

Association Use Only

Kindergarten _____

- Concept
- Proceed with detailed drawings
- Proceed with Project works

Proposal

This proposal has been - Approved / Declined

Comments

Signed: _____
Property Officer

Date: _____

Signed: _____
Property Manager

Date: _____

OUTDOOR DEVELOPMENT

The Association must be consulted prior to the commencement of any outdoor development.

This is to ensure all legislation is complied with and that all developments meet the educational and safety needs of children.

Follow the Developments/Alterations Procedure outlined in this manual for any redevelopments to your existing outdoor environment. The Outdoor Development checklist on page 31 is a helpful start to developing your project.

Effective communication and consultation between Kindergarten communities, teachers and the Association Staff helps ensure that all aspects of outdoor development are dealt with efficiently and in the best interests of children.

The Association, through the Senior Teachers and Property Officer, can provide comprehensive information regarding development of outdoor areas.

CONSIDERATIONS IN DESIGNING PLAYGROUNDS/OUTDOOR ENVIRONMENTS

(Refer to NZS5828 /2004 and SNZ HB5828.Z.2006)

NATURAL AND EXISTING FEATURES

The contours of the land, vegetation and siting of the building will all affect how you develop your grounds. Often inappropriate or difficult features can be altered and improved: previous investment is not lost.

FLEXIBILITY

Static structures do not allow for flexible use. A variety of props that can suggest a multitude of play themes or experiences are more appropriate long-term.

SUPERVISION

Care needs to be paid to the layout of grounds so that teachers can supervise effectively.

SAFETY is the first consideration in the outdoor play area.

SAFETY SURFACING

There must be compliant surfacing under any structure over 600mm in height. (Good quality grass surface is satisfactory up to 1 metre in height). Information regarding safety surfaces is available from the Association Office. Safety surfacing boundaries must extend sufficiently to provide a safe fall zone – Please consult with the Property Officer or your Senior Teacher for more information.

****Bark does not need to be dug over – top up as necessary to maintain required levels.**

EQUIPMENT

Equipment must be appropriate to the age of the children, not forgetting that children under the age of 3 years are often in Kindergarten playgrounds. All equipment must be maintained in a safe condition.

MOVEABLE EQUIPMENT

Must be certified and compliant with NZS5828/2004 Playground Equipment Standards. When delivered **the equipment must come with certification and instructions on how to be set up correctly.** If this does not occur the equipment is then non compliant and should not be on an early childhood site. The certification and instructions must be filed in the Kindergartens Property Management and Safety Folder and record the training undertaken by staff on how the equipment should be used.

TRAFFIC ROUTES, SITING ETC

It is important to look at how areas impact on other areas, eg. the sandpit should not be close to the doors of the building; the static areas should not block traffic routes; quiet areas should not be close to noisy areas.

SUN/SHADE/WIND

Check prevailing wind before deciding on the location of the item. Is there enough or too much shade? NPDC requires a building permit for sunshade structures. Shade sails should be easy enough to take down in winter months/term breaks. Shade structures can be very expensive and if not planned correctly have little or no effect on providing shade where it is needed. Experience has shown that yellow sunshades are difficult to keep clean.

DRAINAGE

Drainage plans are held at the Association Office or NPDC. Does the current drainage work effectively? Care must be taken that sandpits are not built over storm water/sewage drains. Sandpits should contain their own drainage system to ensure that debris is washed from the sand and the sand remains hygienic.

STORAGE/SHEDS

Plan carefully for the storage of all equipment. Children and teachers should be able to access equipment safely. Storage of equipment should be as close as is practicable to where the equipment is used. A number of small sheds/cupboards may be more suitable than one large shed. It is preferable that wooden sheds are constructed as opposed to the purchase of tin sheds. Tin sheds have sharp edges/corners and have proven to be unsuitable in a Kindergarten environment. They do not seem to be sturdy enough to withstand fair wear and tear and moderate vandalism.

CHILDREN WITH SPECIAL NEEDS

Care must be taken to plan the outdoor environment to include children of all abilities, eg consider access, type/range, set up of equipment, supervision and layout of playground.

GARDENS/TREES

Careful consideration needs to be given to choice and location of plants/trees. Consultation must take place between teachers, community and Association staff to ascertain the needs of children before removal or planting or any trees and shrubs (this includes any pruning that changes the purpose of the vegetation ie stumps left in the ground or loss of shade). Approval must be sought from the Property Officer prior to any removal of shrubs and trees.

Poisonous plants will not be planted in Kindergarten grounds, Refer to the Guide for parents, schools and Parents about Poisonous Plants and Fungi in New Zealand (A copy is located in all Kindergartens).

Consider root structure around drains and tree height against fences/buildings (not easily climbable).

MURAL/OUTDOOR ART

Art work must reflect children and/or their interests and promote Kindergarten as a whole. Often art work will exist beyond the life of the children at the kindergarten. Eventually the artwork will need to be maintained, replaced or painted out.

- Seek advice on size, shape, materials to use (NPDC, Transit NZ, sign writers , artist/painter etc)
- Care should be taken not to infringe on copyright. Copyright is the responsibility of the Kindergarten.
- The community should be in agreement with the proposed design and site
- Consultation must take place between teachers, community and Association Staff. Once concept approval is granted affected neighbours are to be consulted.
- If the work has a Multi and/or Bi-cultural perspective consultation with the appropriate communities must take place
- Consider the suitability and durability of the surface on which the artwork is to be placed
- Ensure that there are no sharp edges or finger entrapments in the designs of outdoor artwork. (Please note this also includes mosaic tile artworks as they often have sharp edges)

SOME GENERAL GUIDELINES

- Large fixed play structures will not be approved.
- Swing frames should be designed to allow a range of apparatus to be attached. Compliant plans are available from the Association.
- Low platforms allow a range of equipment to be linked to them.

ARE OUR OUTDOOR ENVIRONMENTS DEVELOPMENTALLY APPROPRIATE FOR YOUNG CHILDREN?

Kindergartens need to plan for and provide an outdoor play environment that is accessible, adaptable, stimulating and safe for children.

The outdoor environment should be a source of quality experiences for children including those which cannot be provided inside. Suitable natural environments should be provided that;

- Ensure needs of children are met
- Give children a chance to use their skills in role play
- Challenge and stimulate children
- Enable children to adapt and alter their environment
- Develop the physical co-ordination of children
- Provide safe environment

Observations of the types of play by children using the outdoor area should be carried out to identify the areas for redevelopment.

Consultation should take place between kindergarten community, teachers, children and Association Staff (Senior Teacher and Property Officer Manager).

There are a number of resources available and information has been provided in this manual to get you started. The Property Officer/Manager and Senior Teachers can provide advice, information, resources and suggestions of other Kindergartens to visit.

Adaptable outdoor environments

Recent research has raised the concern about the appropriateness of fixed structures in Kindergartens, e.g. constructions are absolutely “Static” unless extremely simple and careful planning allows alternative accessories to be used.

Who wants to come into Kindergarten at age three and leave at five with the Kindergarten still offering the same structure? It will probably be there 10 or 20 years later because it is well made, expensive and no one will dare change or remove it!! We change puzzles, paint, collage, blocks etc. inside why does “Outside” have to always be the same?

Adult Monuments - Most adults do not plan suitable constructions for 3-4 year olds. They build a monument to their own childhood dreams!!

Smaller, moveable, more flexible pieces of equipment offer children far more opportunities to develop social, emotional, physical and creative skills. Each child can work with it at his/her own level.

A set of moveable boxes, ladders, planks, steering wheels, planting creative areas etc. gives an imaginative choice of activities. These can be changed daily, hourly or each minute as the children choose. This offers children a variety of exciting challenging and creative learning experiences all in one session.

How does that compare with the same experiences every day for two years? Accessories can, if chosen well and changed often, provide for years of challenge and an infinite variety of play.

When redeveloping the outdoor area take some time to think about the appropriateness of a “Static” construction for children!

OUTDOOR ENVIRONMENTS CHECKLIST

The following checklist has been developed to assist Kindergarten Committees and staff in outdoor developments.

		Yes	No
1.	Has an overall plan been developed to ensure that individual playground components are most suitably placed?		
2.	Have the following people been included in the planning process?		
	- Children		
	- Kindergarten staff		
	- Committee members		
	- Senior Teachers		
	- Property Officer		
3.	Have plans for suitable safety surfacing been included?		
LAYOUT AND LOCATION			
4.	Are traffic routes to the building, gate, shed and equipment planned?		
5.	Are swings sited so that children do not have to pass in front or behind in order to reach other equipment?		
6.	Does safety surfacing under swings extend 1.5m beyond the full arc of the swing?		
7.	Are equipment, barriers and retaining walls and edgings placed outside of the fall zone?		
8.	Are slides sited away from the full strength of the sun?		
9.	Is there comfortable seating for adults, especially around sandpits?		
10.	Are the following activities provided for:		
	- sand play		
	- junk play		
	- water play		
	- carpentry		
	- active physical play		
	- space for running/ball games etc		
	- nature/gardening		
	- quiet play		
11.	Has the playground design ensured that particular play areas do not compete for space or impact negatively on adjacent areas?		
12.	Is the landscaping attractive with both shady and sunny areas?		
13.	Has provision been made for:		
	- 'wild areas'		
	- children's gardens		
14.	Has the predominant wind directions and path of the sun been taken into consideration when siting playground components, especially sandpits?		
15.	Have drainage factors been taken into account when siting playground components?		
TYPES OF EQUIPMENT			
16.	Is equipment designed and installed so that children who are not able to use safely and correctly are unable to access it (eg children under three years unable to get to fire fighter pole)?		
17.	Does equipment provide physical challenge at various skill levels?		
18.	Does the equipment encourage social play and avoid the need to wait in line?		
19.	Can equipment be used in a variety of safe ways instead of having just one safe use?		
20.	Are hand grips the right size for safe gripping?		

21	Does equipment avoid fall heights of more than 1.2 metres?		
22	Is a guardrail provided at the top of the slide?		
23	Are handrails provided for steps and ramps?		
24	Are there potential areas where entrapments could occur? ie heads, fingers or clothing?		
25	Does high equipment offer 'way out' options?		
26	Is there a 1metre fall zone adjacent to the slide chute?		
27	If metal, is the sliding chute of the slide made of one continuous sheet?		
28	Is there a clear 2m fall zone between the slide and other equipment (cannot overlap with other fall zone)		
29	Is the run-off end of the slide parallel to the ground to decelerate speed?		
30	Are swing seats lightweight, slip-resistant and without hard edges?		
31	Are platforms able to be modified by children using moveable equipment, eg planks, ladders?		
32	Is the sandpit large enough to cater for the number of children using it?		
33	Has drainage been addressed, particularly when setting sandpits into the ground?		
34	Is spilt sand able to be swept back into the sandpit?		
35	Does the layout of the playground ease supervision?		
MATERIALS AND INSTALLATION			
36	Is timber sanded or painted to prevent splintering?		
37	Are timber edges rounded?		
38	Is drainage adequate at the base of equipment to prevent rotting or corrosion?		
39	Is timber fastened with recessed bolts rather than nails?		
40	Has timber been pressure-treated with preservatives? Is the appropriate H rating timber being used?		
41	Have preservative-treated off cuts been removed?		
42	Have foundations been set at least 100mm below ground surface?		
43	Have sharp edges on concrete blocks and pipes been eliminated?		
44	Has steel tubing been galvanised?		
50	Have tyres without steel belting been used?		
51	Is all unfixed equipment able to be secured?		
52	Have pinch points been avoided?		

Checklist adapted from:

Jill Root (1983) Play Without Pain - a manual for playground safety.
Child Accident Prevention Foundation of Australia, Melbourne.

TSB COMMUNITY TRUST GRANT CRITERIA

TSB Community Trust Policy Document

Programme Funding Area – Learning

Special Grants

We support projects that facilitate improved educational outcomes for people in our region including innovative projects and lifelong learning, by considering applications from learning and education related organisations for the following activities;

Early Childhood Learning ECE (0-4 years)

Policy Guidelines

In all cases:

- The application must meet the TSB Community Trust's 'General Grant Criteria' (see Page 5)
- The level of funding listed below is a maximum amount
- Grant amounts will be based on assessment factors including but not limited to; roll numbers, access to funding, ability to fundraise, community access, school/ community contribution, socio-economic factors
- The Trust in its absolute discretion may accord funds outside these criteria
- To be considered all applications must be accompanied by all relevant information requested in the application form 'Checklist of Required Documentation'
- It is acknowledged that schools are not required to hold AGMs however the school must submit the Principal and Chair's annual reports as submitted to the School Board
- ALL APPLICATIONS MUST DEMONSTRATE HOW THE PROJECT BEING APPLIED FOR WILL SUPPORT IMPROVEMENT OF EDUCATIONAL / LEARNING OUTCOMES FOR STUDENTS

Closing Dates:

(Under \$50,000) February 15th, May 15th, August 15th, November 15th
(Over \$50,000 projects) – August 15th only

Who can apply?

The following Early Childhood education organisations, as listed below, who also meet the Trust's General Grant Criteria may apply for funding;

Kindergartens

Playcentres

Community Childcare Centres

Kohanga Reo

Playgroups

What ECE projects are eligible?

To be eligible the above organisations (with the exception of Playgroups) must also:

- Be licensed with the Ministry of Education

- Operate with an approved Charter
- Adhere to the appropriate ECE regulations
- All projects must have Association and MoE approval (where relevant)

Groups who meet the Trust's general grant criteria may apply to be considered for a Special Grant for the following projects:

Playgroups:

Playgroup resource and facility projects: funding for improving playgroup resources and facilities (up to \$5,000 per application)

Kindergartens, Playcentres, Community Childcare Centres, and Kohanga Reo
(*note: excludes Playgroups*):

- **Building projects:** funding to upgrade facilities, including; learning spaces, bathrooms (up to \$30,000 per application) – potential projects may include spaces for learning preparation (e.g. educator's offices, in-house libraries and research spaces) & upgrades to student bathrooms. Facilities which do not directly relate to learning (e.g. car-parks) are excluded
- **Playground upgrades:** funding for upgrades to existing playground areas, and new playground equipment (up to \$10,000 per application). Please note only those projects using equipment approved by MoE and/ or relevant management body or association will be considered (e.g. NZ Standards approved adventure playground structures)
- **Professional Development:** funding for projects that improve ECE skills (including visiting speakers, training seminars), especially projects where ECE's group together and provide parents and caregivers with learning opportunities (up to \$10,000 per application)
- **Early Childhood Community Learning Projects:** funding to support ECE and community learning partnerships (up to \$10,000 per application) which enhance learning outcomes for children and their families – e.g. programmes, resource development
- **Combined ECE Projects:** eligible organisations may apply for a combination of the above projects (up to \$30,000 per application)

SECTION 4 – LEGISLATION AND RESOURCE INFORMATION

The following Statutory Legislation applies to Early Childhood Education Centres:

- The Education (Early Childhood Services) Regulations 2008
- The Education (Early Childhood Services) Amendment Regulations 2009
- The Education (Early Childhood Services) Amendment Regulations (No 2) 2009
- The Building Act 1991
- The NZ Building Code
- The Education (Early Childhood Centres) Regulations 1990
- Health and Safety in Employment Act 1992
- For Kindergartens on Crown owned land - a Property Occupancy Document (POD)

The following resources provide information and guidelines:

- NZS 5828:2004 Playground Equipment and Surfacing Standard and Handbook
- NZS 1900 Chapter 5 Fire resisting construction and means of egress
- The Fencing Act 1978 and amendments
- NZS 2258 Glass and Glazing
- NZS 4121:1985 Design for access and use of building and facilities by disabled persons.
- NZS 6703:1984 Appendix B Recommended Standard service Illuminances
- NZS 4503: 1974 The distribution, installation and maintenance of Hand Operated Fire Fighting Equipment
- The fencing of swimming pools Act 1987
- Department of Labour: The employers guide to managing Occupational Safety and Health
- Ministry of Health: Nga Kupu Oranga: Healthy Messages
- Department of Labour. Guidelines for the Management of Lead based Paint.
- Poisonous Plant and Fungi in New Zealand - A guide for parents, schools and child minders.
- Northland Regional Council

Teacher Library Resources

SUPPLIERS / MANUFACTURERS / TRADESPEOPLE

Tredsafe	0800 868 600	www.tredsafeltd.co.nz
Swings & Things	(09) 445 7886	www.swingsandthings.co.nz
Chris Lingard Construction Ltd (A1 Surfacing)	(07) 889 6178	www.clcl.co.nz
Playco Equipment Ltd	0800 764 676	www.playco.co.nz
Playground Centre	0800 805 256	www.playgroundcentre.co.nz
Reharvest timber products (cushionfall)	09 299 3999	www.reharvest.co.nz
Westown Horticulture ('A' Grade Playground Bark)	753 9911	
A J Cowley (Sandpit White Sand)	751 1410	

NTKA SUGGESTED TRADES PEOPLE

(This is not exclusive if you would like to be added to our list please contact the Property Officer.)

Electrical	New Plymouth Electrical
Plumbing	Gas and Plumbing
Landscaping	Betts & Bishop
Builders	Bryce Hunger Builders Peppers Construction
Architects	Arden Peters Architects Graeme Axten

SECTION 5 – CLEANING

CLEANING THE KINDERGARTEN

Kindergartens must be cleaned daily.

Committees should appoint a member to be the liaison person between the cleaner and the staff.

An allocation for cleaning is paid into the Kindergartens operating account three times per year. There is an allocation of additional funds for cleaning in the 2010/11 financial year to support those kindergartens wishing to improve the quality of cleaning.

The term clean allocation is for cleaning tasks that are additional to the normal daily routine. For example, it should be used for stripping/polishing floors, cleaning windows, cleaning carpets, washing/waterblasting decks etc.

Kindergartens usually contract a person who is set up in business as a cleaner. This person agrees through a contract to do a particular list of jobs for a set price and invoices the Kindergarten on a regular basis.

An independent contractor manages his own ACC and PAYE and can be terminated with one months notice if necessary. The independent contractor does not require an employment agreement, but does require a copy of the cleaning contract and schedule, which must be adhered to.

The Association will be able to recommend a suitable contractor if required.

Cleaning and General Duties Contract

This agreement is between the _____
_____ Kindergarten Committee and _____
_____ as contract cleaner.

The Parties to this contract agree as follows:

1. The contract cleaner shall properly and efficiently undertake the duties described on the attached schedule.
2. The Kindergarten Committee will pay the contract cleaner during the term of this contract the sum of \$ _____ each _____.
3. The contract cleaner's duties will start on _____.
4. The contract cleaner is responsible for carrying out the duties as per the attached schedule. If they are unable to carry out these duties personally, it is their responsibility to hire someone to carry out the specified duties on their behalf. If the provisions of this clause are breached by the contract cleaner, the committee may hire another cleaner and the contract cleaner shall not be entitled to payment during the period that the specified duties are being carried out by the other cleaner.
5. This contract may be terminated by either party to the contract by giving one month's notice in writing to the other party.
6. Any difference of opinion arising out of this agreement shall be discussed by the contract cleaner, Head Teacher and Chairperson or President of the Committee.
7. The above rate of payment is a contract rate and shall be the only payment payable to the contract cleaner.
8. It is acknowledged by the parties that the cleaner is engaged on a contract basis only and that no relationship of employer/employee exists between the parties.

Dated this _____ day of _____ 200 _____

Signed _____ Contract Cleaner
_____ Head Teacher
_____ Committee Chairperson/ President
_____ North Taranaki Kindergarten Association

NORTH TARANAKI KINDERGARTEN ASSOCIATION (INC)

(Hereinafter referred to as “the Association”)

CLEANING SCHEDULE AND GENERAL SPECIFICATIONS FOR CONTRACT CLEANING OF VARIOUS KINDERGARTENS	
DAILY	<ul style="list-style-type: none"> • Clean and disinfect all toilet pans, shower bases, hand basins, tubs and sinks (excluding kitchen sink) • Replace paper towels • Clean taps to hand basins, sinks and tubs (excluding kitchen) • Plugholes must be kept clear of waste material • Clean mirrors and spot wipe walls around hand basins, toilet pans and under hand towels • Sweep all flooring and under mats • Move light moveable equipment eg prams, clothes baskets etc and sweep under. • Vacuum all carpets and mats. Shake small mats. • Wet mop and disinfect toilet floors (separate mop/bucket) • Wet mop all other areas • Put down all chairs • Empty waste bins as directed
FINISHING	<p>Check that:</p> <ul style="list-style-type: none"> • No taps have been left running • All heaters are switched off • All lights have been switched off • Any mats that have been taken outside for shaking have been returned • Doors and windows are secure • Set the alarms and double check the doors have been locked properly by you
WEEKLY	<ul style="list-style-type: none"> • Buff all floors • Spot clean windows in doors and observation windows for finger marks • Wash shower walls • Dust all furniture and fittings including desks, tables, benches, shelves, skirting boards, cabinets, lockers, radiators up to 2m. • Damp wipe windowsills • Cleaners are not expected to clear surfaces to wipe or dust
TERM BREAKS	<ul style="list-style-type: none"> • Clean all windows both sides • Wash kitchen walls • Wash toilet walls including partitions • Remove and clean fluorescent light diffusers • Strip and reseal all vinyl floors, where appropriate and apply approved new coats of sealer and polish (minimum two coats) evenly. All skirting boards and adjacent walls to be left clean on completion of work. This should be done twice per year. <p>NB: Stripping and/or buffing of floors will only be carried out on floors clear of equipment and floor coverings.</p>
TEACHING STAFF	<ul style="list-style-type: none"> • Ensure cleaner is not given any unnecessary work. • Clean paint splashes off walls and floors as they appear • Sweep up spills of clay and dough • Remove scraps of paper and put all equipment away in its proper place • Keep office, kitchen, and storeroom clean and tidy

**CLEANING SCHEDULE AND GENERAL SPECIFICATIONS
FOR CONTRACT CLEANING OF VARIOUS KINDERGARTENS**

	<ul style="list-style-type: none"> • Keep all tables, easels, chairs, art sink clean and tidy • Check and clean as appropriate toilets, hand basins, and locker rooms during and after sessions • Only non flammable materials to be put in rubbish tins
COMMITTEE	<ul style="list-style-type: none"> • The committee is responsible for ensuring that the cleaning contract is adhered to and is of a high standard and that all reasonable cleaning equipment and supplies required by the cleaners are available • Committees shall also ensure that the floors are stripped and re-polished twice yearly • Kindergarten Committees shall arrange maintenance of the grounds, ensuring the lawns are mowed regularly, rubbish removed, and the hedges trimmed • To reduce the danger of fire, the Kindergarten Committee shall ensure that all long grass etc near to any buildings is cleared regularly • Committees shall arrange for regular inspection and clearing of gutters, spouting and downpipes and gully traps and sumps
COMMITTEE MEETINGS OR FUNCTIONS	<ul style="list-style-type: none"> • Sweep floor, replace tables, chairs, and any other equipment moved • Wash any dishes used and leave to air-dry (or use dishwasher) • The Kindergarten should be aired and left ready for children's use • Leave kitchen clean and tidy after use • Remove all food scraps and other rubbish • Make sure all heaters are off, windows and doors securely locked

CONDITIONS

1. Premises will be cleaned five days per week exclusive of public holidays or term breaks for four terms as set down by the Committee.
2. Contractor will supply all consumables and cleaning materials including mops, buckets and cloths, necessary to complete the work to a high standard. Separate equipment required for toilets – not shared in common areas.
3. The Contractor at their own expense shall, before commencing operation under this Agreement, take out and during the continuance of this Agreement keep in force, a public liability policy with a reputable insurance company to adequately cover him/herself against liability for all claims for personal injury, damages or compensations and in respect of damages to property arising to of or relating to the cleaning work. Minimum value cover \$250,000.
4. Work will commence no sooner than 5.00pm, unless by prior agreement with staff, and shall be completed by 6.30am. Notice shall be given of any scheduled Kindergarten meetings.
5. Any special or irregular cleaning work required, to be subject of negotiation between the Kindergarten and the Contractor.
6. Under no circumstances are young children allowed on the premises after hours.
7. In the event of misplacing keys, the Association must be informed immediately. The Contractor will be responsible for replacement of same or the locks at the discretion of the Association.
8. Alterations must not be made to the settings of time clocks or thermostats.
9. At no time during cleaning are power supplies connecting computer equipment or fish tanks to be disconnected.
10. The Contractor shall be responsible for and make good any damage to Association or Kindergarten property caused by wilful or negligent act or omission of any employees or servant and the Association may make good such damage and recover the cost thereof at their option by setting off the same against monies due to the Contractor.
11. Should the Contractor fail to carry out the work set out in the Specification in a manner satisfactory to the Kindergarten a suitable solution will be negotiated by both parties.
12. Cleaners must ensure that buildings are left secure when they leave.

The cleaner will advise immediately of any urgent matters causing concern.

Kindergartens will make available two contact persons for emergencies. These names and numbers will be written into cleaner's notebook and be given to the contractor for use in emergencies.

Any changes of alarms must be notified immediately to Association and contractor.

STANDARD OF WORK

When the kindergarten is not cleaned to a satisfactory standard, the teachers will communicate their concerns to the cleaner, through the notebook system.

If the problem is not rectified the following day, teachers will notify the Committee Cleaning Person who will contact the Contractor and negotiate a suitable solution to both parties.

SECTION 6 – INSURANCE

The Association uses Wilkinson Insurance Brokers to administer its insurance policies. All policy information is available from the Association.

The Association acts as the go-between throughout the claims process - that is if the brokers require more information, they contact the Association.

The excess on all claims is \$250.

In general our insurance policy covers:

- Buildings – including fixed flooring and playground equipment.
- Contents
- Public Liability
- Damages

Every two years an audit of the Kindergarten site is conducted to enable an accurate assessment of the current value of the buildings for insurance purposes.

Procedures

1. If the claim is likely to be in excess of \$250 contact the Property Officer with relevant details and complete a Claims Notification form. A copy of the form is on page 43 of this manual.
2. It is the Kindergarten's responsibility to phone the Police in the case of vandalism or theft. (See Emergency Phone Numbers List). Kindertartens should ensure they get a Police Incident Report with a job number and this should be forwarded to the Property Officer with the Claims Notification form.
3. Obtain quotes for replacement items (this information is required on the claim form).
4. Please check that the claim form is filled in fully and correctly.
5. The Property Officer will then forward it to our insurers along with all supporting documentation.

CLAIMS FORM NOTIFICATION

CLAIMS NOTIFICATION

NZ Kindergartens Inc.

Please complete & forward to: Wilkinson Insurance Brokers Ltd, PO Box 11 641, Wellington

Kindergarten:	ASSOCIATION:
Name.....	Name.....
Address.....	Add ress.....
.....
Telephone (.....).....	Telephone (.....).....
Contact Name.....	Contact Name.....

DETAILS

DATE OF LOSS:..... TIME:..... am/pm

DETAILS OF LOSS:

.....

.....

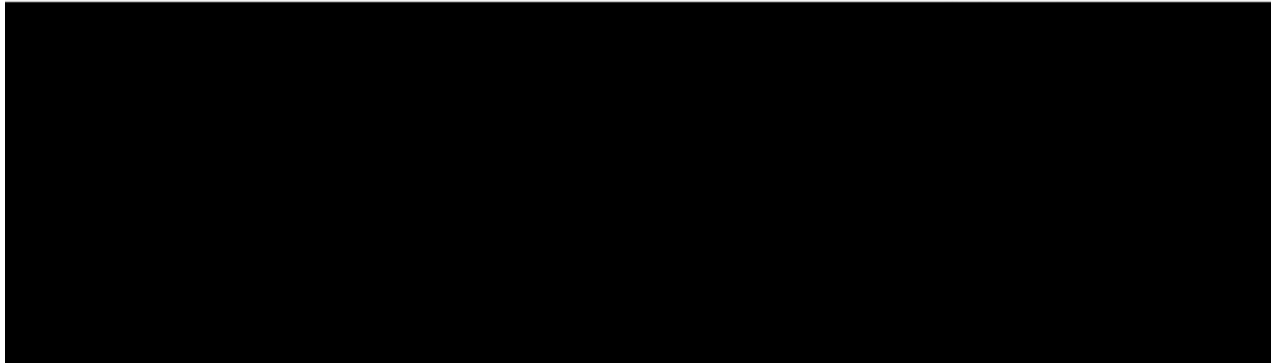
.....

.....

IF CLAIM ARISES OUT OF BURGLARY, THEFT OR LOSS STATE POLICE STATION TO WHICH LOSS WAS REPORTED AND ATTACH A COPY OF POLICE COMPLAINT ACKNOWLEDGEMENT FORM.

POLICE STATION:..... DATE:.....

ARE PREMISES FITTED WITH A BURGLAR ALARM SYSTEM? Yes [] No []



LOSS? Yes [] No []

IF SO, WAS ALARM OPERATIONAL AT THE TIME OF

ENTRY (OR EXIT) GAINED?

IF A CLAIM ARISES OUT OF BURGLARY, HOW WAS

Date Purchased	Purchase Price	Replacement Cost	Amount Claimed

Description of Property Damaged, Lost or Destroyed	F

SECTION 7 – PROPERTY STATUS SUMMARY

KINDERGARTEN	ADDRESS	BUILDING	LAND
BELL BLOCK	39 Murray St Bell Block	NTKA	NPDC Lease (May 2012)
BROOKLANDS	22 Upjohn St New Plymouth	NTKA	NPDC Lease May 2012)
DEVON	411 St Aubyn St New Plymouth	NTKA	DEVON INT
FITZROY	24A Sackville St New Plymouth	NTKA	NTFKA
FRANKLEIGH PARK	147A Govett Ave New Plymouth	NTKA	MOE - POD
INGLEWOOD	Ngaio St Inglewood	NTKA	NTKA
KAHIKATEA	357 Tukapa St New Plymouth	NTKA	FRANKLEY SCHOOL
KAITAKE	2 McKellar St Oakura	NTKA	MOE - POD
MARFELL	2A Cook St New Plymouth	NTKA	DOC – POD
MERRILANDS	49A Lismore St New Plymouth	NTKA	DOC – POD
NGAMOTU	39A Marama Cres. New Plymouth	NTKA	MOE- POD
ORAPA	100 Wood St Waitara	NTKA	NPDC Lease(April 2013)
PUKEKURA	34 Fillis St New Plymouth	NTKA	NPDC Lease(May 2012)
PUKETAPU	Dillon Drive Bell Block	NTKA	PUKETAPU SCHOOL
WAITARA CENTRAL	18 Browne St Waitara	NTKA	NTKA
WESTOWN	116 Clawton St New Plymouth	NTKA	NTKA

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