

Playcentre Property-related Tasks and Responsibilities

NB: this table details the allocation of Tasks & Responsibilities. Information on whether the Centre or National Office pays for items is found in the "**Who Pays for What**" Schedule".

Carries Out the Task Provides Support in Carrying Out the Task	New Structure			Explanatory Comments P&AM - Property & Assets Manager RPC - Regional Property Co-ordinator
	Centre	Regional	National	
Maintenance				
+ Building checks				<i>Co-ordinated by RPC - appropriate contractors/companies carry out tasks.</i>
+ Applications for funding				<i>Carried out by Playcentre representative - with support from RPC.</i>
+ Arrange quotes for work to be done				<i>Carried out by RPC - with support from Playcentre representative - then submitted to P&AM for approval.</i>
+ Gains approvals (from MOE / Landlord / Local Authority, etc)				<i>Carried out by RPC - with support from P&AM.</i>
Capital Works				
+ Building checks				<i>Co-ordinated by RPC</i>
+ Applications for funding				<i>Carried out by Playcentre representative - with support from RPC.</i>
+ Arrange quotes for work to be done				<i>Carried out by RPC - with support from Playcentre representative - then submitted to P&AM for approval.</i>
+ Gains approvals (from MOE / Landlord / Local Authority, etc)				<i>Carried out by RPC - with support from P&AM.</i>
Insurance				
+ Makes claims				<i>Carried out by RPC - then submitted to P&AM for approval.</i>
+ Organises insurance valuations				<i>Carried out by RPC - then submitted to P&AM for approval.</i>
+ Organises insurance works				<i>Carried out by RPC - then submitted to P&AM for approval.</i>

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BWOF / IQP Checks				
+ Organises IQP checks for Fire Systems				<i>Co-ordinated by RPC</i>
+ Organises IQP checks for BWOF				<i>Co-ordinated by RPC</i>
+ Liaises with Local Authority for CCS Checks / Amendments				<i>Co-ordinated by RPC</i>
+ Gains Permits & approvals (from MOE / Landlord / Local Authority, etc)				<i>Co-ordinated by RPC</i>
Tenancy				
+ Negotiates Leases				
+ Negotiates/renews leases, PODS, etc				
+ Liaises with Local Authority re. rates / water / rubbish queries & arrangements.				<i>Co-ordinated by RPC</i>
+ Negotiates sub-leases with SPACE ; Porse ; Other ECE ; Before-School/After-School Groups				<i>Carried out by RPC - with support from Playcentre representative - then submitted to P&AM for approval.</i>
Centre Cleaning				
+ Arranges/holds Cleaning Contract (or IEA)		RM	HR	<i>Carried out by Regional Manager / support from National HR Manager</i>
+ Organises yearly extra clean of carpet/vinyl				<i>Carried out by Playcentre representative</i>
+ Arranges/holds Lawn Mowing Contract (or IEA)		RM	HR	<i>Carried out by Regional Manager / support from National HR Manager</i>
+ Carries out staff appraisals		RM	HR	<i>Carried out by Regional Manager / support from National HR Manager</i>
+ Decides on Employee v. Contractor relationship.				<i>in consultation with Regional Manager, RPM & Playcentre</i>

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Extra Responsibilities				
+ Organises & keeps track of cleaning/servicing of Septic tanks (if applicable)				Carried out by Playcentre representative - with support from RPC.
+ Organises regular testing of water quality				Carried out by Playcentre representative - with support from RPC.
+ Organises annual electrical appliance testing				Carried out by Playcentre representative - with support from RPC.
Fire Equipment				
+ Organises testing of existing equipment		Centre Admin		Co-ordinated by Centre Administration.
+ Organises purchase of new/replacement equipment		Centre Admin		Co-ordinated by Centre Administration.
+ Co-ordinates Hazard ID process.		Centre Admin		Co-ordinated by Centre Administration.
Fire Evacuation Scheme				
+ Prepares the documentation				Carried out by RPC - then submitted to P&AM for approval.
+ Periodically checks that processes are carried out		Centre Admin		Co-ordinated by Centre Administration.
+ Organises the dates of fire drills				Checked by Centre Administration.
+ Organises the notification and reporting of fire drills.				Checked by Centre Administration.
+ Checks (& maintains) Civil Defence Kits				Checked by Centre Administration.
+ Checks (& maintains) First Aid Kits				Checked by Centre Administration.

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Playground Equipment, etc					
+ Approves the purchase/installation				Carried out by RPC - with support from Playcentre representative - then submitted to P&AM for approval.	Through a national or regional contract for purchase & inspection, etc services arranged by P&AM
+ Carries out regular checks				Carried out by Playcentre representative - with support from RPC.	
Equipment					
+ Carries out the Basic Equipment Check				Carried out by Playcentre representative - with support from RPC.	Results reported to RPC & P&AM.
+ Carries out stocktakes				Carried out by Playcentre representative - with support from RPC.	
+ Supports Centres in choosing/maintaining equipment (advising what they can/cannot have - ensuring equipment meets NZ Safety Standards, etc)				Carried out by RPC - with support from P&AM.	Ensuring equipment meets NZ Safety Standards, etc
Services - Power / Telephone / Internet / Gas					
+ Arranges/holds the electricity supply contracts				Carried out by RPC & P&AM.	Through negotiation of preferred supplier contracts on a national or regional basis.
+ Arranges/holds the communications (telephone & Internet) contracts				Carried out by National Staff Member responsible for Call-Plus contract.	
+ Arranges/holds the gas supply contracts				Carried out by RPC & P&AM.	
+ Arranges to get bottled gas supplies refilled.				Carried out by RPC.	

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Other Events				
+ Arranges for locks to be changed				Carried out by Playcentre representative - with support from RPC.
+ Responds to vandalism/burglary callouts				Carried out by Playcentre representative - with support from RPC. External contracts arranged if necessary
+ Approves signage for the buildings and property (including ensuring tenancy requirements are met)				Carried out by RPC - then submitted to P&AM for approval.
+ Maintains the Centre Asset register			Accounts Admin.	Carried out by Accounts Administrator - using information provided by Playcentre , through the RPC.
+ Monitors legislative requirements (e.g. Health & Safety Act, etc)		Regional Staff		A collective responsibility of Regional Staff - with the RPC (supported by P&AM) being "Property Representative"
+ Organises/supervises PD Workers to carry out Centre Property & Grounds Maintenance tasks.				Carried out by Playcentre representative - with support from RPC.
+ Organises local working bees to carry out Centre Property & Grounds Maintenance tasks.				
+ Provides Professional Development for Centre Property, Equipment and Health & Safety Officers				Carried out by P&AM & RPC.