

Playcentre



Property Team Newsletter April 2022

Welcome to the latest Property Team newsletter. We have included some information you may find relevant.

Dates to Remember

*The next meetings for Funding Assisted Project Approvals are 13th April 2022 and 11th May 2022.

*Please have all documentation (at the latest) to your Regional Property Coordinator by Friday 8th April or Friday 6th May to be considered in one of these rounds.

*Annual Property and Playground Checklists are due at the end of term 1.

Guttering

With several regions receiving heavy weather warnings and suffering torrential rain this is a perfect time to have your Playcentre gutters checked for blockages (and cleaned if necessary).

Insurance

If you have an issue arise at your Playcentre and believe an insurance claim is needed, please contact your Regional Property Coordinator. Your RPC can let you know if it is likely to be a valid claim and the next steps in the process that is needed. Remember do not put anyone in harm's way, our Whanau are much more important than objects. Lots of photos are great as they give us a big help in the office.

Hire of Centre

With the changes in the mandates and potential changes in traffic lights it is more important than ever to keep referring back to the website for the most up to date copies of the hire forms. Please keep filling in a returning all forms to your Regional Property Coordinator for approval, allowing a week for a response.

West Harbour Playground Softfall Replacement Project

Our north island regional office received a lovely thank you letter from West Harbour Playcentre recently...

"We would like to express our appreciation for all the support from Playcentre Aotearoa Regional Office towards our playground softfall replacement project. Especially Tonya for all the useful information and tips for us to complete three major grants, Debbie with support letter from Space, Elise for all the property details and information for us to apply the property funding. We were so fortunate to receive all our grants funding at the end and were able to return the property fund back to Playcentre Aotearoa.

We are delighted to share the good news and photos of our new playground matting. The project was started on 28th February and completed on 11th March 2022. Our children were thrilled and excited when we were able to reopen Playcentre again last Monday, 14th March.



"Whānau tupu ngātahi – families growing together"

Working Bees

As many centres are likely to have a working bee at the end of term, just a reminder to take down shade sails. Then clean and store them over winter.

Property FAQ

FAQ are available on the website, [Property FAQ's | Playcentre/](#). These are updated as new questions are asked.

Annual Property and Playground Checklists

Now is the time to complete your annual Property and Playground Checklists. These can be found under the Property Manual on the website: [9: Property Inspections and Checklists | Playcentre](#). Please complete and return these to your Regional Property Coordinator, [Property Contacts | Playcentre](#), before the end of Term 1.

These checks help us understand the condition of your property and playground and what works may need to be undertaken both now and in the future.

If you have any questions or require any assistance with these checklists, please contact your Regional Property Coordinator.

Property Projects

Playcentre Aotearoa ask that all Centres talk to their Regional Property Coordinator at the very start of a project when you are initially thinking about undertaking a project. This is for both Playcentre funding assisted projects and non-Playcentre funded projects. Regional Property Coordinators will then provide advice and guidance with regards to your specific playcentre building and playground. This could prevent costly mistakes!

Property Maintenance Records

Ensure that you keep a property folder with records of all maintenance you have completed at your Centre and who completed it. This should include bark and sand top ups with a record of the amount required, total cost, and the contractor who supplied/completed it.

This will help members with future maintenance.

Hire Documents

The latest hire documents (in PDF and Word formats) are available on the website, [Property and equipment | Playcentre](#). Please download these forms each time you wish to hire out the Centre.

All hire forms need to be sent to your Regional Property Coordinator prior to the hire date.

FAQs for hiring out your Centre are available at [Property FAQ's | Playcentre](#).

Property Policy and Procedure Documents (and Project Application Forms)

The latest Property Policy and Procedure Documents and Project Application Forms (for Playcentre Funding Assisted and Non Funded Projects) are available on the website, [Property and equipment | Playcentre](#). These documents are available in Word and PDF formats. Please make sure you also read the Documents "notes to help you complete the forms" to make sure you are supplying the correct information. Please do not alter these documents. Once completed these need to be sent to your Regional Property Coordinator.

Playcentre Aotearoa Hazardous Materials Management Plan

A Playcentre Aotearoa Hazardous Materials Management Plan (HMMP) has been created which is an umbrella document for **ALL** Centres, including those that have already received Condition Surveys and Site-Specific Hazardous Materials Management (Asbestos, Lead or Mould) Management Plans. This document will be distributed, in a folder, to ALL Centres before the end of Term 1.

This document and any other documents, testing and materials **MUST** be kept available for anyone who is intending to do any work, maintenance, or cleaning at a Centre, including DIY members. It must be referred to even if you are intending to nail something to a wall in case the material on that wall is asbestos.

These documents should be kept in a specific Hazardous Materials Folder which holds all the available material and is accessible to anyone visiting, i.e. beside/near your sign-in tablet.

If you have any queries about what is in the Playcentre Aotearoa Hazardous Materials Management Plan or anything else in relation to Hazardous Materials please contact your Regional Property Coordinator, [Property Contacts | Playcentre](#).

If you are planning maintenance or works prior to the end of Term 1 and haven't received your copy of the HMMP please contact your Regional Property Coordinator for a copy.

"Whānau tupu ngātahi – families growing together"

Asbestos and Lead Acknowledgement

12.1.3 Asbestos and Lead Acknowledgement form has been created to provide information regarding both asbestos and lead contaminants at your Playcentre property. This form **MUST** be signed and submitted with each Project Application Form (Funding Assisted and Non-Funded) that you complete. The relevant section on the Project Application Form should also be signed to acknowledge that you have seen, signed and submitted this form. Buildings newer than 2000 will not be required to undertake any Asbestos investigations and buildings newer than 1980 will not be required to undertake lead testing.

For further information about this form and its contents and any questions about asbestos and lead please do not hesitate to contact your Regional Property Coordinator, [Property Contacts | Playcentre](#).



Who are the Property team?

National Property Manager

Virginia Driver

virginia.driver@playcentre.org.nz

027 808 6793

Upper North Island Region

Elise McClennan

elise.mcclelland@playcentre.org.nz

027 808 6675

Central North Island Region

Paula Matthews – Boulton

paula.property@playcentre.org.nz

027 880 5788

Lower North Island Region

Jody Lunn

jody.property@playcentre.org.nz

027 808 6800

Upper and Lower South Island Regions

Kirsty Brown

kirsty.property@playcentre.org.nz

027 808 6796

Property Administrator

Steve Morgan

steve.morgan@playcentre.org.nz

027 880 5970

For all general queries email:

askproperty@playcentre.org.nz

“Whānau tupu ngātahi – families growing together”