

# Playcentre



## Property Team Newsletter March 2022

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

### Dates to Remember

- \*The next meetings for Funding Assisted Project Approvals are 9<sup>th</sup> March 2022 and 13<sup>th</sup> April 2022.
- \*Please have all documentation (at the latest) to your Regional Property Coordinator by Friday 4<sup>th</sup> March or Friday 8<sup>st</sup> April to be considered in one of these rounds.
- \*Annual Property and Playground Checklists are due at the end of term 1.

### Centre Measurements

As part of the insurance review 2022 the insurance company are requesting sqm measurements for buildings and outbuildings. Currently Playcentre Aotearoa does not hold this information and we are requesting that Centres provide this.

Could you please email your Regional Property Coordinator, [Property Contacts | Playcentre](#) with the footprint size (right around the outside) of the building and outbuildings. We only need the footprint not all the dimensions for the whole building.

Suggestions of where to find the building measurements are:

- The map by your external doors showing Fire Exits etc
  - Attached to the Fire Evacuation Scheme Documentation
  - In Property Folder under Plans, or schedules in leases.
- \*\* If unable to locate the measurements Centres will need to measure the lengths themselves.

### Bark depth

It is not recommended you turn bark anymore. The advice now is to make sure that it is the correct depth of 300-350mm and to move the bark back in to the high use areas when it gets kicked out. To measure bark

depth place a long screwdriver or knitting needle into the bark areas and measure the depth it went into.

### What must be displayed at all times in each centre?

Please ensure that after working bees, repainting, etc. and even after a clean-up, that you refer to the "What needs to be displayed at every centre" document - as per the link below - and ensure that these are returned to the appropriate place in your centre. Ideally, please use noticeboards rather than directly onto paint (if necessary, only use blue tac on paint). Please do not use drawing pins if in the reach of children.

<https://www.playcentre.org.nz/documents/what-needs-to-be-displayed-at-every-centre/>

### Mural

Continuing from last month's newsletter where the Kaikoura Playcentre mural helped brighten up our newsletter, here's a photo of the beautiful mural at Dinsdale Playcentre.

If your centre has a mural or some artwork you'd like to share, send a photo to your RPC.



“Whānau tupu ngātahi – families growing together”

### Smoke alarms

Smoke alarms must be checked twice a year, it is a good idea to do this when you clean your heatpump filters or when you change your clocks. Give them a quick vacuum and wipe to remove dust, spiderwebs etc. and change the battery once a year. Smoke alarms must be installed in sleep rooms or nearby cots that are placed in the main space. Have a record of this in your property manual – draw up a simple table with what is required, and dates/terms completed.

### 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](#).

“Whānau tupu ngātahi – families growing together”

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.

### **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](mailto:virginia.driver@playcentre.org.nz)

027 808 6793

#### *Upper North Island Region*

Elise McClennan

[elise.mcclelland@playcentre.org.nz](mailto:elise.mcclelland@playcentre.org.nz)

027 808 6675

#### *Central North Island Region*

Paula Matthews – Boulton

[paula.property@playcentre.org.nz](mailto:paula.property@playcentre.org.nz)

027 880 5788

#### *Lower North Island Region*

Jody Lunn

[jody.property@playcentre.org.nz](mailto:jody.property@playcentre.org.nz)

027 808 6800

#### *Upper and Lower South Island Regions*

Kirsty Brown

[kirsty.property@playcentre.org.nz](mailto:kirsty.property@playcentre.org.nz)

027 808 6796

#### *Property Administrator*

Steve Morgan

[steve.morgan@playcentre.org.nz](mailto:steve.morgan@playcentre.org.nz)

027 880 5970

For all general queries email:

[askproperty@playcentre.org.nz](mailto:askproperty@playcentre.org.nz)

“Whānau tupu ngātahi – families growing together”