



ORMISTON  
SIX VILLAGES  
ACADEMY



# PREMISES MANAGEMENT POLICY

Approved by the Principal: May 2017  
Date of next review: May 2018

## MANAGEMENT OF PREMISES

West Sussex County Council are the owner of the premises and have Landlord's responsibility for major structural capital expenditure.

Under Fair Funding and Local Management of the IEB, as tenants, are responsible for all other repairs and maintenance.

### Key Accountabilities

Group/Individual -	Responsible for -
IEB Finance & General Purposes Committee	<ul style="list-style-type: none"><li>• Tenant's maintenance</li><li>• Annual site inspection</li><li>• Approval of annual maintenance programme</li></ul>
Principal	<ul style="list-style-type: none"><li>• Management of premises</li></ul>
Site & Premises Manager	<ul style="list-style-type: none"><li>• Preparation of annual maintenance programme for approval of Governors</li><li>• Management of non-programmed maintenance</li><li>• Duties of Premises Team, including cleaning contractors Liaison with domestic contractors</li><li>• Liaison with WSCC Property Department on maintenance issues</li><li>• Duties of School Grounds person</li><li>• Liaison with Groups Maintenance Services</li><li>• Liaison with Project Manager, Architect and building contractor on new school building</li></ul>