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**FACILITIES & EQUIPMENT****8000**

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**Maintenance Policy****8010**

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**Rationale**

Student learning is influenced by the environment in which they learn. School grounds, buildings, and equipment that are safe, clean and in line with program needs affect student learning.

**Policy**

It is the policy of Stichting AFNORTH International School Brunssum to provide our students and our staff with excellent facilities.

**Guidelines**

1. Directorate staff will maintain buildings and grounds which are safe, clean and kept in line with health and safety, due diligence and developing program needs.
2. Nationally purchased equipment shall be maintained by the owning nation unless otherwise approved by the Board of Governors.
3. Equipment installed through extra-ordinary grants which become an integral part of the facility shall be maintained by the Directorate as applicable. Every effort shall be made to ensure the installing organization maintains equipment.
4. The Directorate shall develop and maintain a long range (ten year) facility maintenance schedule and ensure the funding requirements related to the scheduled maintenance are included in multi-year budget estimates.
5. Matters of concern for safety, maintenance, or needed upgrading shall be brought to the attention of the Director for appropriate action.
6. New maintenance requirements of significant value (greater than 10% of the annual maintenance budget) shall be brought to the attention of the Financial Advisors and Board of Governors.
7. The standards for maintaining inventory shall be the standards of the entity owning the inventory. Where health and safety is an issue, the Dutch standards shall also be met.

**Review**

This policy will be reviewed in accordance with Policy 1020 Policy Development and Review.

Cross Reference  
International Staff Handbook

Date Approved  
8 November 2011

Legal Reference  
Previous Policy 2.4  
BOG 1978, 1989, 1990, 1991,  
1992,1993, 1994, 1995, 1996,  
1997,1999, 2000, 2001, 2002,  
2004, 2005, 2006, 2007, 2008,  
2009, 2010