



MAHI MIHINARE  
ANGLICAN ACTION

# Maintenance Policy

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It is the policy of Anglican Action to have an ongoing Maintenance Plan to ensure the upkeep of the residential buildings at Te Ara Hou, the Victoria Street Flats and of all equipment.

October 2013

# MAINTENANCE POLICY

## PURPOSE

The purpose of this policy is to have an ongoing Maintenance Plan to ensure the upkeep of agency buildings and equipment.

## PROCEDURES

- A Maintenance Plan is to be developed and updated annually by the Missioner and staff member responsible for maintenance.
- Funding will be sought annually for repairs and maintenance to include:
  - Annual carpet clean
  - Curtain clean or replacement
  - Window clean
  - Painting of units
- Anglican Action is to:
  - Provide cleaning and maintenance equipment
  - Ensure an inventory of equipment is kept up to date annually
  - Ensure that before any unit it occupied it has been cleaned and all equipment accounted for and signed off on inventory forms
  - Ensure that on departure the inventory is checked and signed