

MAVISBANK SCHOOL
INVENTORY POLICY

It is a requirement of North Lanarkshire Education Department that an up-to-date inventory be kept of all furniture, electrical equipment, including computers and computer software, and all Learning and Teaching materials used throughout the school.

The school is required to comply with this requirement and must provide a certificate of affirmation (INV/9) to the authority stating that all records are being accurately maintained.

To that end, each class will be responsible for maintaining records of all the afore-mentioned equipment and materials, using the pro-formas provided by the office. In addition, equivalent records require to be kept for Store 8, the GP room, the equipment storage area, the Medical room, the Speech & Language Therapists' room, the Physiotherapists room, the Visual Awareness Room, the main office, the hall, the laundry, the janitor's room, the photocopying room, staff resources area, hydrotherapy room, the staff room, the Head Teacher's room and the Depute Head Teacher's room by the appropriate staff members.

There is a provision on each form to record the removal of items from the inventory with the appropriate date, outcome or destination of the removed item. However, no item may be removed or disposed of by staff without the prior agreement of the Head Teacher or Depute Head Teacher.

All inventory records should be kept by each class and copies given to the HT, DHT and Clerical staff. It is the responsibility of staff to ensure that all amendments made are recorded in all copies kept by all staff.

Sheila Harkness
6th July 2006

Reviewed by John Lochrie, David Smith, Eileen McDonnell Feb 2010, January 2015

Date of next review: January 2018

INVENTORY
AREAS of RESPONSIBILITY

CLASSROOMS	CLASSROOM STAFF
COMPUTER SOFTWARE	DHT
GP ROOM	OFFICE STAFF
MAIN OFFICE	OFFICE STAFF
FOYER	OFFICE STAFF
PHOTOCOPYING ROOM	OFFICE STAFF
STAFFROOM	OFFICE STAFF
MAIN HALL & POOL	JANITOR
JANITOR'S ROOM	JANITOR
EQUIPT. STORAGE AREA	DHT
LAUNDRY	ASN ASSISTANTS
MEDICAL ROOM	NHS STAFF
PHYSIO ROOM	PHYSIOTHERAPISTS
STORE 8	HAZEL
DHT'S ROOM,	DHT
HT'S ROOM	HT