

# East Ayrshire Council



Facilities and Property Management

# The Vision

The Property Pledge was introduced to improve the property-building user relationship, improve standards, and harness opportunities to diversify and rethink our engagement strategy by improving communication, fostering a sense of engagement and create a sense of co-ownership in our staff and property users.

# The Pledge

Aims to promote a sense of pride and co-ownership in those who use, work in and visit Council buildings.

# The Purpose

The purpose of the Property Pledge is to facilitate good working relationships between the Council, property users and visitors, to give everyone who visits or uses our property an opportunity to make a commitment to our buildings and environment.

# The Commitments

The Property Pledge sets out the Council's commitment, as well as those of building users, and is a great way for everyone to play a role in helping to preserve the building's condition.

# The Objective

The overarching objective of this initiative is the continued delivery of efficient property and services, through a collaborative and partnership approach.

# Take The Pledge

The Property Pledge is about much more than just the appearance and maintenance of buildings; it's about encouraging everyone to pledge to take an interest and pride in the buildings we use and enjoy.

- Our properties will remain:
- Clean
- Efficient
- Safe
- Fit for Purpose
- Enjoyed!

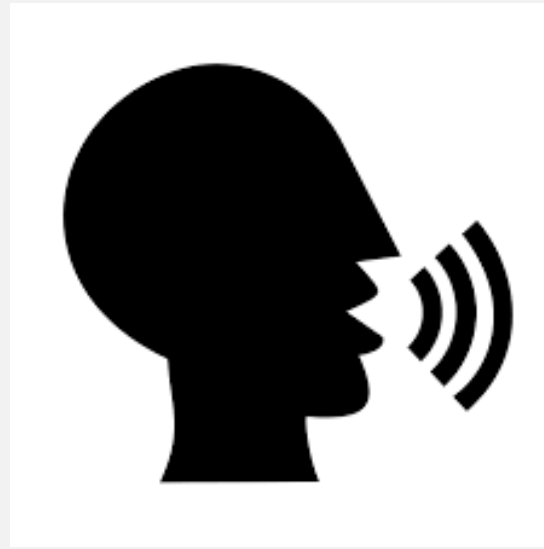




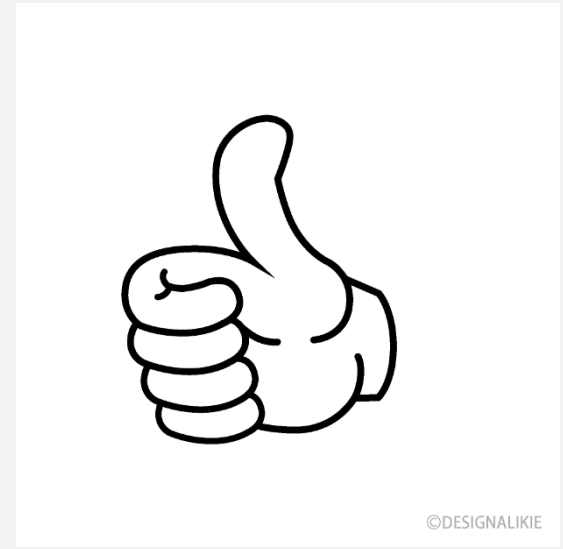
# THE 3 'S'S'



**See It**



**Say It**



**Sort It**

# QUALITY PLEDGE CARD

- The Quality Pledge card has been implemented throughout all our sites across East Ayrshire
- It is for contractors to sign when they enter the building to complete a job to say they will complete the repair to a high standard of quality.
- Once the job is complete the janitor will then check the works and input the quality pledge into our property portal.
- They will fill out 3 questions by using a 'smiley face system'
- Please rate the quality of the workmanship
- Please rate the cleanliness of the job site following completion
- Overall how would you rate the contractors service?
- There is an additional comments box at the bottom if the janitor wishes to explain in more detail.
- This information then gets logged on our end and contractors will be sent out monthly reports.

## Quality Pledge

WORKING IN PARTNERSHIP WITH  
 East Ayrshire Council  
Comhairle Siorrachd Àir an Ear

Repair Ref No:

*I pledge to deliver a quality repair service and trust my workmanship today will meet with your satisfaction.*

Tradesmen \_\_\_\_\_ Designation: \_\_\_\_\_

carried out repair work today (Date) \_\_\_\_ / \_\_\_\_ / \_\_\_\_

To help improve our service please visit:  
<http://PropertyPledge> and complete the Repair Feedback form.  
Thank you.



**Very Satisfied**



**Satisfied**



**Not Satisfied**

# THE B2G FORM

- The Buildings Together (B2G) form has been put in place to allow anyone using the building to report a repair to the janitor.
- These forms are placed throughout the sites i.e. reception area/staffrooms/classrooms
- When the janitor submits a repair to our Helpdesk they will click that it has been reported via the B2G form. We are then able to track repairs reported using this form.

East Ayrshire Council



## Buildings Together Report form

Facilities and Property Management

On completion please pass to Janitor/Caretaker

Completed by – please tick						
HEAD TEACHER	TEACHER	PUPIL	PREMISE MANAGER	PROPERTY USER	VISITOR	OTHER
Your Name (Optional)						
Date						
What do you want to tell us about – please tick						
Internal Repair	External Repair	Internal Damage	External Damage	Garden/ Grounds	Other	
Property Details						
Area/Location						
Please give as much information as possible:						
FOR OFFICIAL USE						
Action taken by Janitor/Caretaker – please tick						
1st Report	Previously Reported & Within Target	Previously Reported & Over Target	Minor Repair Work	Other - please detail		
Pass to Helpdesk	Monitor	Contact Helpdesk	Facilities Support Services to carry out			

# PROPERTY PLEDGE ROLL OUT

We carry out an initial visit with our Head Teachers and Premises Managers and go through the Property Pledge focusing on their priority's for their premises. We also ask for involvement across the school including staff/teachers/pupils/parent councils etc. to prepare and action plan on how they see the Property Pledge working at their sites.

We have carried out 29 initial visits so far with a further 15 planned this year.

We then scope the improvement works required as per the initial visit/priority's and programme in the refurbishment works.

# LAUNCH DAY

We have successfully launched 11 and 37 planned in for this year.

On launch day we attend site and officially launch the Property pledge. This includes a photoshoot, signing of the property pledge and the sites present us with their completed action plan/presentation

We also create a slideshow for each premise with before and after photos of improvement works and the photos/action plans from launch day.



# EXAMPLES OF ACTION PLANS

## **Lainshaw Primary School's** **Property Pledge**

*Lainshaw Primary School's whole school community  
pledge to:*

- ✓ Keep our school environment safe, clean and tidy.
- ✓ Help look after the building.
- ✓ Let the Janitor know when we notice any problems with the building.
- ✓ Try our best not to cause any damage to the school environment including the furniture.
- ✓ Keep the school a litter free zone.
- ✓ Try to save energy by switching off lights and appliances when not using them.



# EXAMPLES OF ACTION PLANS

## Dalrymple Primary- Pupil Property Pledge

Pupils in our school have read and discussed the information in the East Ayrshire 'Our Property Pledge' document. We thought about ways all pupils and adults can keep the pledge in our school. We have created a list of things we will do to keep the property pledge in Dalrymple.

### The Vision

- We agree to take the property pledge initiative and will make sure to share this with all pupils, parents and staff
- We promise to take ownership of our building
- We promise to try and be sustainable for the future pupils at our school and for the environment
- We promise to be respectful to all the people who use and work in our school

### The Pledge

- We promise to try our best to stop damage to our school
- We promise to help to report damages with the help of adults in our school
- We promise to be careful around our school to try and stop people getting hurt or things being damaged

### Our Commitments

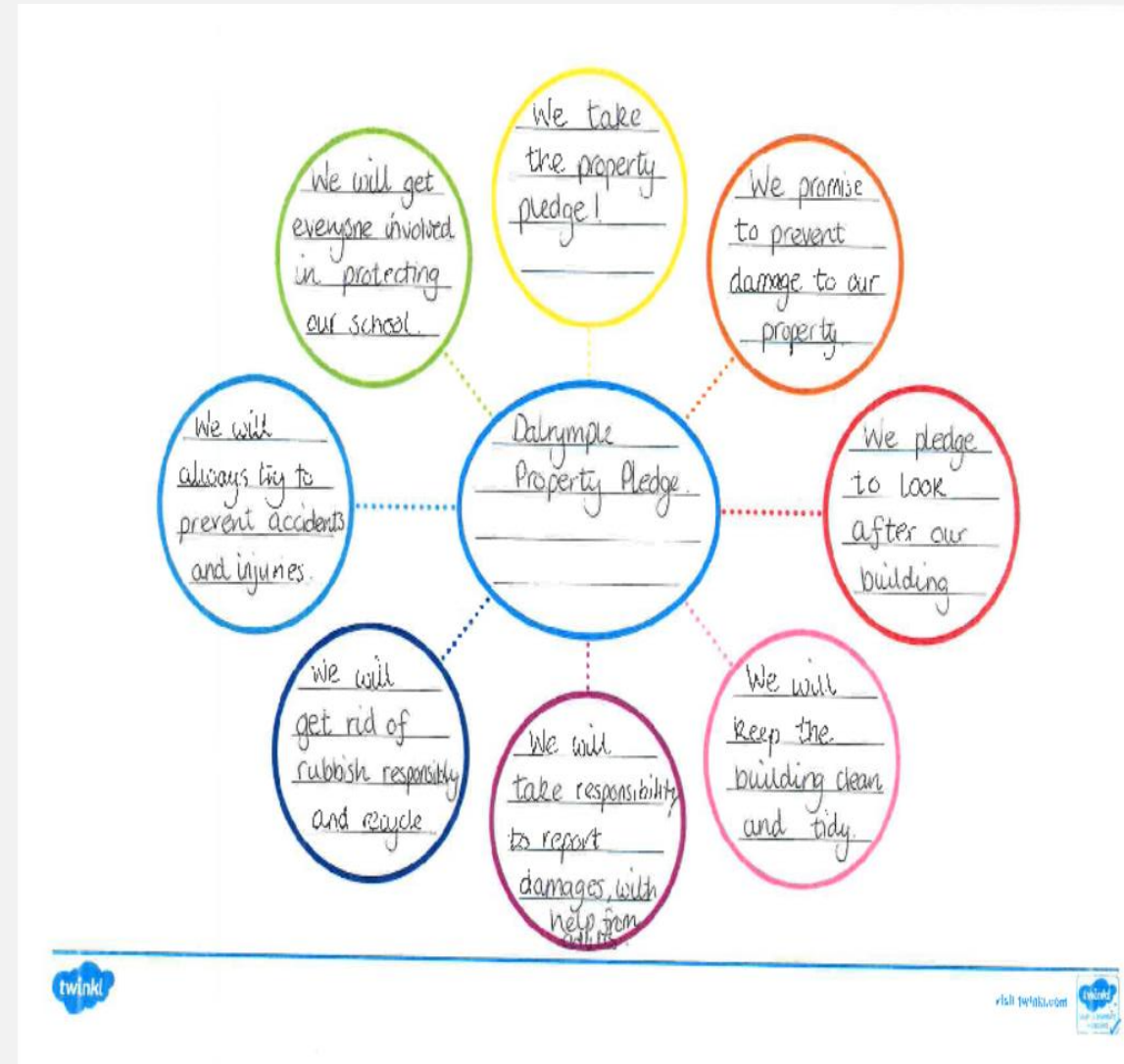
- We promise to help keep our buildings and playground clean and tidy
- We will try our best to avoid damage to our school
- We will report any damages to our Head Teacher or Janitor straight away

### Repair Reporting

- We will ask permission before changing our school or playground

### Environmental Sustainability

- We will recycle our rubbish and re-use things when possible
- We will keep our school clean and tidy and take pride in our newly decorated building





# EXAMPLES OF ACTION PLANS

**Hillhead's Property Pledge**

Hillhead Primary's whole school community pledge to:

- ✓ Keep our playground safe and clean.
- ✓ Ensure our classrooms are neat and tidy.
- ✓ Look after our toilet facilities.
- ✓ Respect all property including other people's.
- ✓ Actively monitor litter in the playground and have litter pickers on duty.
- ✓ Take care with footballs/other equipment when near the school building.
- ✓ Recycle using our recycling stations.
- ✓ Try to save energy where possible.
- ✓ Use our voice to share concerns about our environment. (Article 12, Article 29)

The poster is decorated with illustrations of various tools: hammers, wrenches, screwdrivers, and pliers, arranged around the text. At the bottom, there are small illustrations of a recycling bin and a person in a red hat.

Hillhead Primary School Litter Picking rota 2020-2021

Day	Pupils & Class
<u>Monday</u>	<b>Primary 4</b> Enni Anais Leah
<u>Tuesday</u>	<b>Primary 4/5</b> Abbie Tomas Kai
<u>Wednesday</u>	<b>Primary 5</b> Riley Eric Leah
<u>Thursday</u>	<b>Primary 6</b> Shya Kynn Kallyn

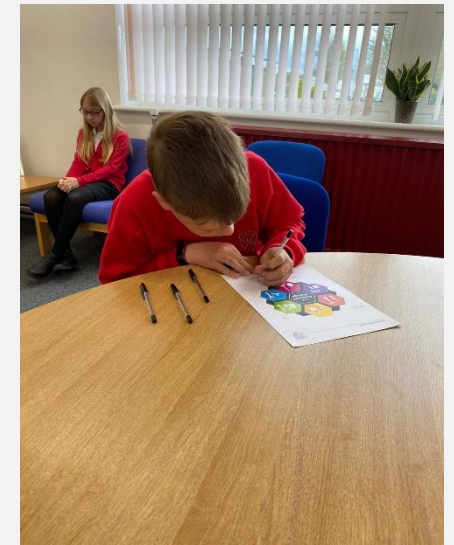
# LAUNCH DAY PHOTOS



# LAUNCH DAY PHOTOS



# LAUNCH DAY PHOTOS



# LAUNCH DAY PHOTOS



# LAUNCH DAY PHOTOS



# HILLHEAD PS

- P6/7 have created a fabulous video highlighting the need to look after our school and its grounds

**Property Patrollers** - Our House Captains have the responsible job of carrying out checks on the building. They look out for any issues and report it to the Head Teacher and Janitor on a weekly basis this keeps things fresh and any problems can be fixed before they become worse

**Energy Monitors** – Each class has a representative who is responsible for making sure all the lights and switches are turned off

**Recycling** – Every class recycles paper and plastic. We also collect crisp packets to recycle and turn into blankets for the homeless. P4 lead recycling collecting it every Friday and providing help and support to other classes

# ST PATRICKS PS

Our Senior Pupil Council reviewed our whole school estate.

They took photographs of all the areas which need attention.

They categorised them into these groups:

- Building issues - outside
- Building issues - inside
- Decoration issues
- School grounds
- School safety and security





# HEAD TEACHER FEEDBACK

<b>Drongan PS</b>	<b>Sean Maddox</b>	The Property Pledge is a great initiative that provides an opportunity for children to develop leadership skills while encouraging everyone to take a pride in their school. The refurbishment work has made a huge difference to the learning environment for our children. The Pupil Council are excited to lead the property pledge and are keen to encourage everyone to look after our school that we are all so proud of.
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<b>Hillhead PS</b>	<b>Derek Forsyth</b>	The Property Pledge has allowed the school to work in partnership with the Facilities and Property department to highlight and promote the importance of keeping our school building at a high standard. This pledge allows our pupils and staff to continue to take pride in our educational environment, knowing that we are working with professionals beyond our school walls who have welfare of our school and to a greater extent the education of our children as a priority. I look forward to see where the Property Pledge will help us take our school in the future.
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# HEAD TEACHER FEEDBACK

Afternoon Laurie, thanks again for coming out to Catrine PS today to go over the Property Pledge with us and we look forward to launching it in January 2021.

It was great to give you a tour of our newly refreshed main corridor, offices and staffroom. The fresh paint, blinds and carpets have made such a difference to the offices and corridor and the new kitchen units in our staffroom are just wonderful. As you are aware, the old kitchen units in our staffroom were not fit for purpose and it's lovely to see our staff having such modern and clean spaces in their working environment.

Our P4/5 class would like to thank you for their newly-positioned coat pegs – it makes a big difference now that the pegs have been moved to straight outside their classroom, saving time and keeping them in their 'learning bubble' during these strange times.

As always, you and Rebecca were keen to talk through our future plans with us, and there's exciting times ahead with the plans that have been made for Catrine PS. I took photos of the completed works and shared them with our Parent Council during our last Zoom Parent Council meeting and they're delighted to see Catrine PS being given a much-needed and much-appreciated caring touch, whilst improving the learning and teaching environment for both pupils and staff.

It was great chatting to you earlier and discussing the next stage of the planned property refurbishment for Dalrymple. Also to hear about the Property Pledge initiative was extremely valuable.

There is no doubt the most recent refurbishment works undertaken in the school have been very well received by all users. This was a drawn out process due to lockdown, but it has been well worth it. Pupils and staff now walk through the corridors and classrooms with a sense of purpose and pride in their environment. They feel valued, as they should, by the time, effort and finance which has been devoted to this venture. The environment in which the children learn, indeed in which we all learn, contributes to the whole ethos and culture of the school. At Dalrymple, we strive to provide excellence, pushing the boundaries of achievement – we now have a school property to match our ambitions.

Although parents have been unable to enter the school to see what has been carried out, the Parent Council, likewise have expressed their appreciation for the way the school is now looking – this will only improve, with the next phase.

To build on this work, with the 'Our Property Pledge', with Facilities and Property Management, is the only logical and inclusive approach to take moving forward. At Dalrymple PS & ECC, among many things, we stress the need for Character, Citizenship, Collaboration, Creativity, Critical Thinking and Communication. These competences are a natural fit for the Property Pledge we shall undertake with FPM now and in the future. The entire school community are required to invest in every facet of our futures and this involves the property in which we facilitate this learning. We shall work, from now until our own Property Pledge launch, on an action plan and will give ownership of this to our pupils in particular. I shall be in touch in due course with our plans and to clarify any points that may come up.

Please be assured of our commitment to this venture. Thank you for transforming our place of learning.

# ST PATRICK PS FEEDBACK

St Patricks PS	Catriona Gray	<p>Hello Laurie, Thanks for your time today explaining the Property Pledge. We would be delighted to work together to make a school 'the very best that it can be.' (This is what we always encourage the children to be) Our pupils are always encouraged to take care of our school building and resources. The property pledge will allow us to focus on some key aspects and encourage the pupils to be proud of their school.</p> <p>We look forward to working with FPM to make our wee school even better.</p>
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- St Patricks pupils said it was the best day ever when they were doing the pledge with their Head Teacher Mrs Gray!

2020-21 PLEDGE REFURBISHMENT  
WORKS

# ST PATRICKS - BOYS TOILETS



# ST PATRICKS - GIRLS TOILETS



# HILLHEAD PS - CLASSROOM



# HILLHEAD PS - MAIN ENTRANCE

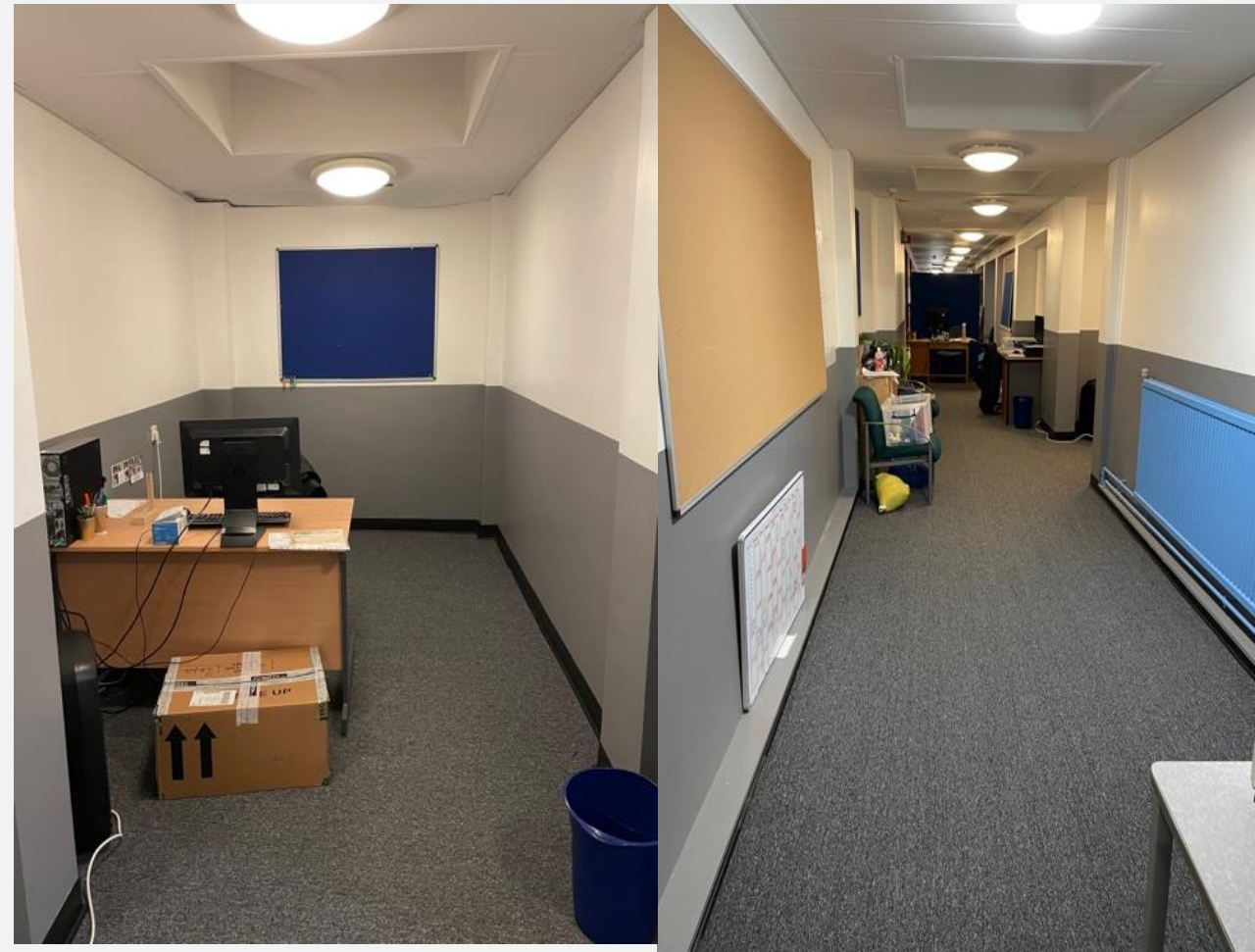




# DOON ACADEMY - RECEPTION



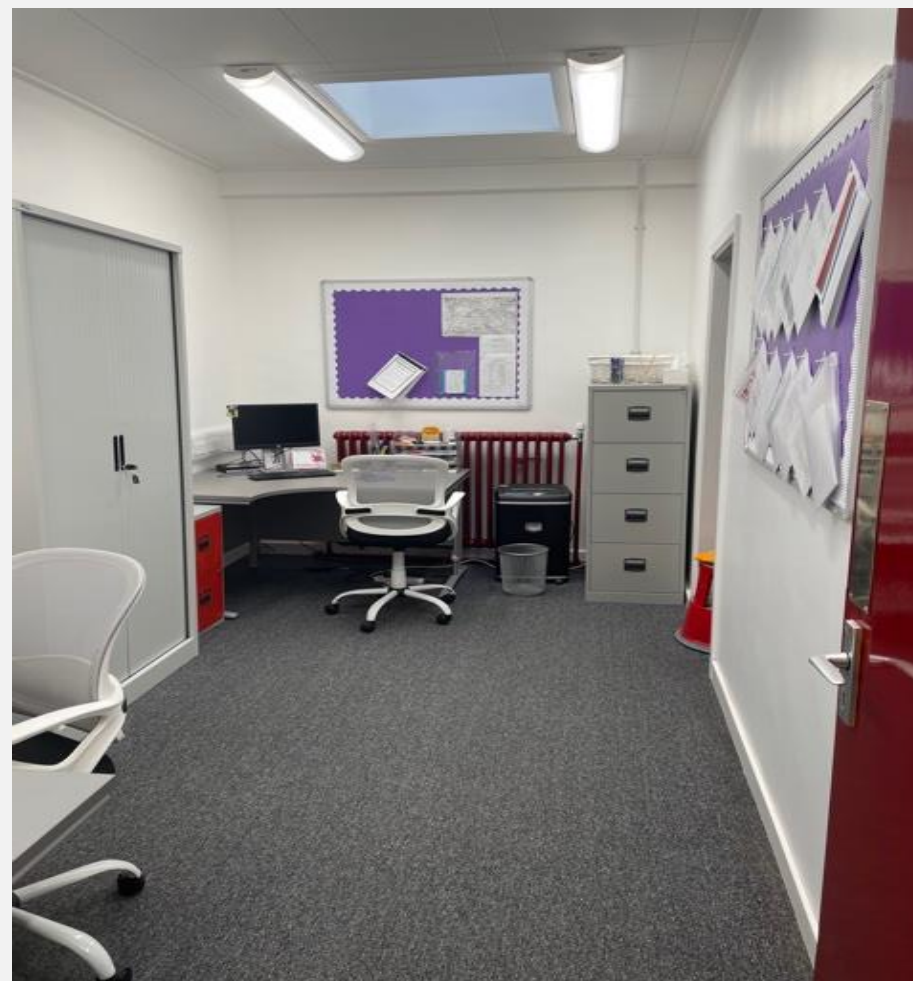
# DOON ACADEMY - NEW OFFICE



# DALRYMPLE PS - MEDICAL ROOM



# DALRYMPLE PS - MAIN OFFICE



# DALRYMPLE PS - MAIN ENTRANCE



# ONTHANK PS - CIRCULATION SPACE



# CATRINE PS - CLASSROOM

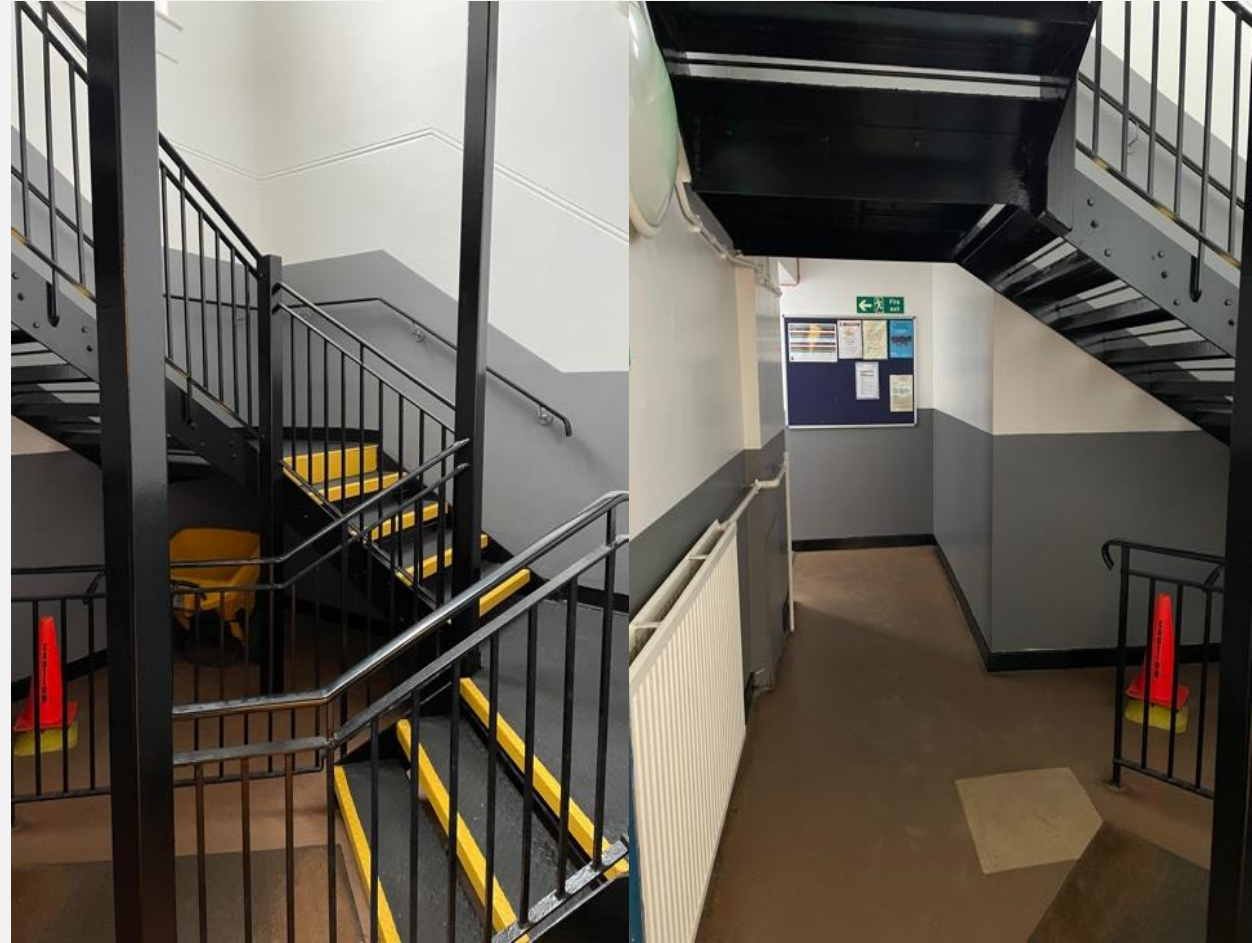


# HUNTER FITNESS SUITE





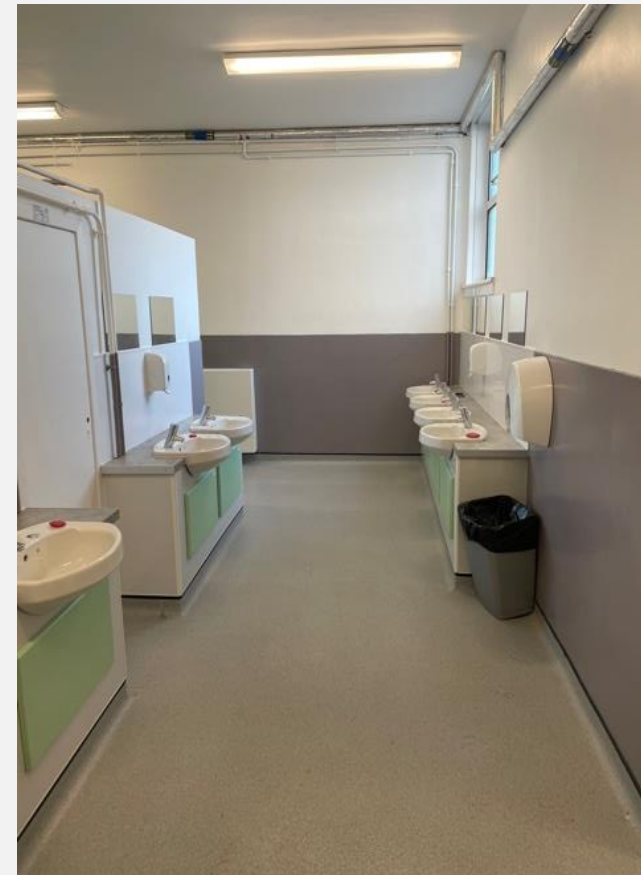
# KILMAURS PS - STAIRWELL



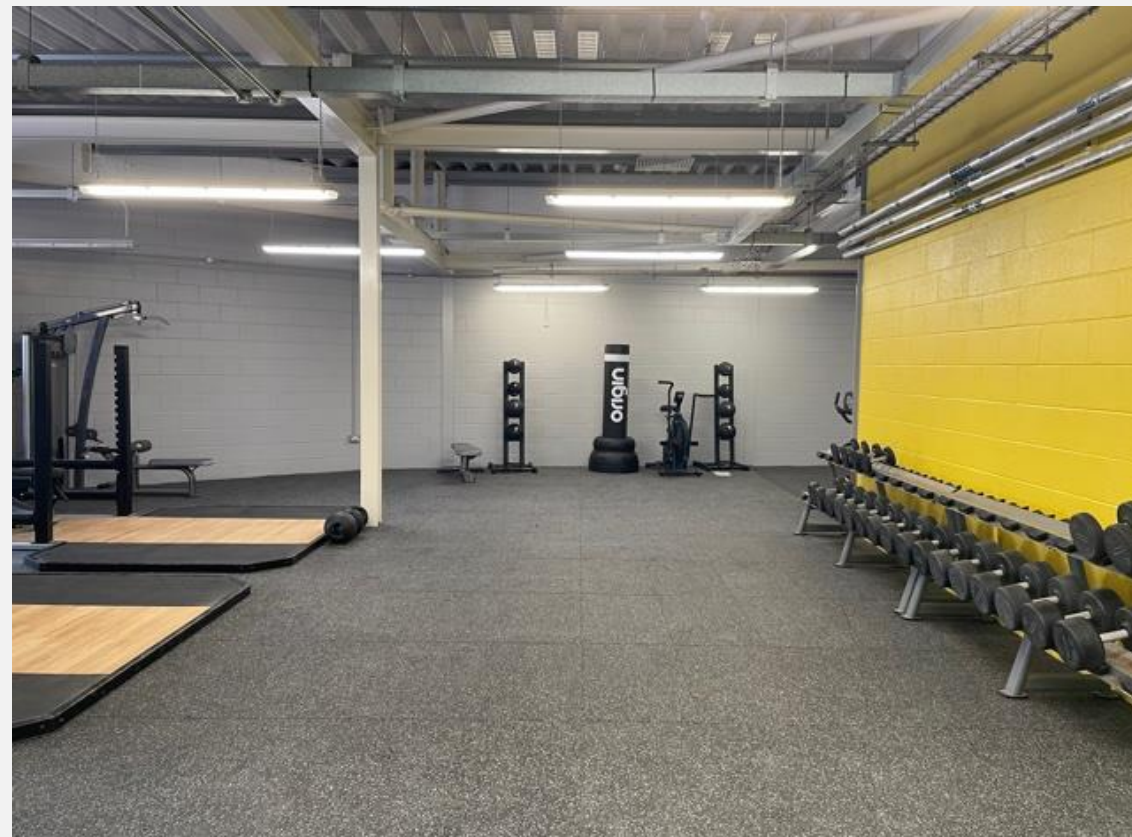
# LAINSHAW PS - CLASSROOM



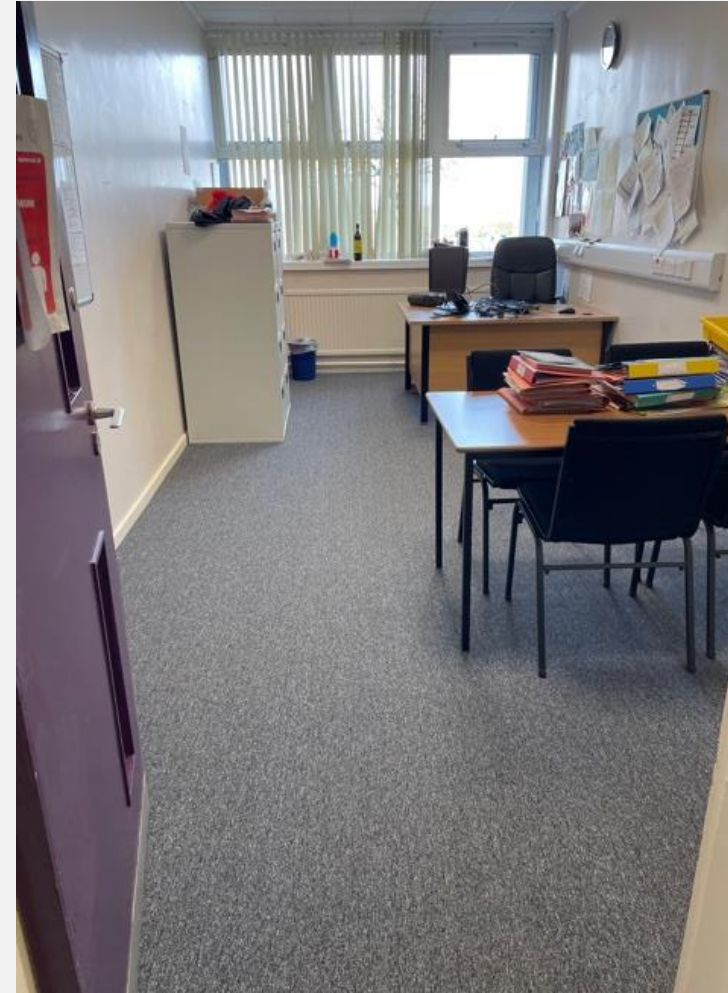
# LAINSHAW PS - GIRLS TOILET



# AYRSHIRE ATHLETICS ARENA – GYM STUDIO



# LOUDOUN ACADEMY - OFFICE



# LOUDOUN ACADEMY - STAIRWELL

