

Building and Grounds Committee Roles and Responsibilities

Revision approved by UUCWI Board of Trustees, March 13, 2012

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Purpose: To maintain the UUCWI congregational building in a state of beauty and repair, so it is available for regular use by congregants and rental groups.

Nature: This is a standing committee. The committee may establish ad-hoc subcommittees from time to time as it sees fit.

Key Responsibilities:

- Maintain the operational integrity of the existing physical structure(s). This includes ongoing maintenance of the exterior of the building, e.g., paint, pest control, roof/gutter and window cleaning
- Maintain the health, safety, and beauty of the grounds, e.g., parking lot repair, lighting, mowing, required inspections, adherence to county laws, and ADA accessibility, etc.
- Maintain the interior of the building for the regular use, e.g., vet and hire cleaning services, ensure heat and sound systems function, etc.
- Ensure that supplies are adequately resourced for bathroom and kitchen, and garbage is collected and recycled
- Coordinate monthly work parties with other host committees to maintain the building and grounds
- Coordinate improvements, upgrades, and modifications to the building and its systems as required: e.g., audio/visual equipment, acoustics, kitchen and bathroom facilities, etc.
- Estimate and prioritize the future long-range maintenance needs of the physical facilities including an estimate of the cost and a suggestion for the dollar amount that should be set aside each year to meet these needs in the future. These include, but are not necessarily limited to: floor maintenance, interior painting, exterior painting, replacement of sanctuary chairs, maintenance/replacement of primary heating system, etc.
- Plan and manage the annual budget for operations and maintenance as well as the Chalice Lighter fund. Services that are necessary, but beyond the capabilities of the members, are contracted with qualified professionals