



## Building Committee

Approved by the Board of Trustees

Name of Board President: John Shirreff

Approval date: October 20, 2021

Revision History: None

**Purpose:** The purpose of this policy is to inform all members and friends of the UCCV congregation the requirements needed to maintain the building in a good livable, working, and healthy safe environment through maintenance, service, repairs, and upgrades.

**Policy:** The Building Committee (BC) is a standing committee established by the bylaws. The BC shall oversee the physical structure of the church to include mechanical systems, appliances, furnishings, and wall hangings. The BC may coordinate with the technology team to manage technology systems.

Procedures:

### A. Requirements:

- This committee reports to the BOT
- Chairperson of BC must be a member of UCCV
- Membership includes at least two other individuals who may be members or friends of UCCV
- Submits an annual budget
- Submits a proposal request form to the BOT for any repairs, upgrades or service that were not approved by the budget
- Submits monthly reports to the BOT

- Monitors and identifies needed repairs and upgrades, services equipment/mechanical systems, and performs safety checks
- Building Committee will utilize bonded professionals whenever possible to carry out building repairs, upgrades and services, especially for larger more costly projects
- Smaller repairs, upgrades, or installations may be performed by UUCCV members or friends with the permission of the Building Committee
- Church members performing repairs that require getting on ladders, installing or changing electrical/plumbing systems, etc. must have another person with them for safety.

**B. Routine services:**

- Inspect and service all fire extinguishers annually by due date
- Service the HVAC semi-annually in the spring and fall to prepare for winter and summer weather
- Change air filters for the HVAC quarterly, and annually for the dehumidifiers located in the basement
- Clean gutters annually in the spring
- Clean exterior of the building as necessary or at least annually
- Inspect and test smoke detectors and replace batteries as needed (currently a 10-year battery started in 2021)
- Arrange for annual pest control service
- Monitor and change lightbulbs as needed to include exit lights (Appliances, lamps, ceiling lights to include basement and outside lights)

**C. Repairs:**

Repairs will be completed as soon as identified. The Building Committee will complete repairs if possible, however, for major repairs over \$500.00 the committee will submit a proposal with at least two estimates from vendors to the BOT.

**D. Upgrades/Painting:**

- The Building Committee will monitor the building for updates/replacement of the environment to include changing or refreshing paint, replacing flooring, adding or reducing furniture, etc. Members of the congregation

are encouraged to inform the BC Chair of any damage or recommendations of upgrades.

- The BC will submit a proposal to the BOT for large projects such as repainting, purchasing of furniture, or replacing floor coverings. After approval the BC may establish a task force, to include at least one member of the BC. The BC will chair the task force. The BC or the task force will submit a detailed proposal in writing to the BOT to include the estimated cost of services, labor and materials. The proposal will state who will provide the services (bonded professional or members/friends of the church). The BOT will forward the proposal to the Finance Committee to evaluate the availability of funds.

#### **F. Donations of furnishings/wall hangings:**

If members or friends would like to donate items to the church that may be displayed or stored, they must first get approval from the BC. Approval may also be needed from the BOT. Storage of member's personal items in the basement is not allowed.

#### **G. Inventory / Documentation:**

- The committee will establish and maintain an inventory list of all property/assets of the UUCCV. It will include date of purchase, nomenclature, model and serial number if available. The committee will keep a copy of all important documents such as warranties, manuals and maintenance schedules. This will be kept in a binder or file.
- Any equipment, including technology or furnishings purchased by the church that has been damaged or needs to be discarded must go through the BC, so the item(s) may be accounted for in the inventory system.

#### **H. Key Control:**

- The BC will be responsible for managing and accounting for all keys used in the operation of UUCCV to include the mailbox, filing cabinets, and locked doors (storeroom, office, basement and front door). The BOT will provide a list of authorized employees and members who can have access to the key code and keys. A key log will be maintained of all individuals assigned keys.

- The President of BOT will notify the chair of the BC to change the key code upon notification of members changing leadership position especially if the member has resigned from the BOT or the membership.
- The Operations Assistant will also use the key log to keep track of individuals who are renting the building. (See Use of the Building Policy for additional information on keys/key code)

Related forms:

Key log

Use of the Building Policy