

## **BUILDING AND GROUNDS COMMITTEE**

**Our Vision:** Anyone who passes, comes onto the property or enters the building will find an attractive, safe, comfortable, easily accessible and clean environment. Environmentally friendly practices will be followed when feasible.

### **Goals:**

1. To keep the building and grounds accessible to any who wish to use it regardless of physical ability.
2. To maintain the grounds with attention to health of plantings, periodic landscape review, safety, cleanliness and overall appearance.
3. To maintain the facility's structural soundness, cleanliness, and temperature.
4. To plan for maintenance proactively so as to minimize unexpected costs.

### **Our Responsibilities**

1. In consultation with the Finance Committee and with approval of the Session the committee will budget for and execute authorized funding for maintaining the church building, grounds and exterior lighting.
2. Plan and implement building maintenance and cleaning schedules including periodic "work days" utilizing hired staff/contract cleaning services and volunteers.
3. Resolve occasional unscheduled maintenance problems and repairs on a timely basis.
4. Purchase and stock sufficient quantities of janitorial supplies and tools for the efficient and effective performance of duties.
5. Maintain the parking lot and playground to make sure they are safe and accessible.
6. Make sure that major additions or changes proposed are assessed for environmental impact prior to implementation.
6. Supervise and, in association with the Personnel Committee, review annually the work of hired staff associated with building and grounds maintenance.
8. Make a monthly report to Session including written recommendations for action.
9. Recruit sufficient committee members for efficient and effective performance of committee responsibilities.