

## **BUILDING MAINTENANCE COMMITTEE (September 2020)**

### **Purpose**

To supervise the upkeep, maintenance, and renovation of all church property and buildings.

### **Organization**

Committee shall be composed of six individuals and a Deacon representative. The six elected individuals serve a two-year term with three members rotating off each year. Committee is recommended by the Nominating Committee and elected by the Church.

### **Responsibilities**

- Maintenance/renovation of church buildings, parsonage, RA Hut, church playground, and any future church-owned buildings.
- Supervision of grounds upkeep to include lawns, shrubbery, and cemetery.
- Supervision of custodial personnel.
- Responsible for writing specifications, soliciting, and recommending bids for contract work.
- Determine policies/procedures for operating the playground.
- Responsible for all church signage.
- Quarterly maintenance check of church facilities and equipment (ie. fire extinguishers, defibrillator batteries, lights, first aid kits, etc.)
- Submit annual budget to Stewardship Committee.
- Pre-approved to spend funds not exceeding \$5000 but must request church approval for expenditures exceeding this amount.