

Buildings & Grounds CAR Document

Approved 2015-03-17

Charge

Buildings & Grounds (B&G) is charged with the stewardship of the properties of the Unitarian Universalist Church of the North Hills (UUCNH) including buildings, infrastructures, external structures, and the grounds. The team will be responsive to daily maintenance requirements and develop plans for significant maintenance and long term projects.

Authority

Buildings & Grounds has the authority to:

- Maintain the buildings and the grounds in safe, sound, attractive, and inviting condition
- Ensure compliance with all fire, safety, inspection, and other regulatory requirements
- Manage energy and utility consumption
- Arrange for and oversee outside contractors
- Recruit and develop volunteers to assist
- Support other church activities involving the facilities
- Plan and hold work parties, formally and informally to complete ongoing maintenance and special projects
- Initiate major maintenance and special projects
- Identify needs and cost estimates for, and approaches to, improvements to the church facilities, including bids for equipment and installation. For improvement projects not included in the annual budget, the team is responsible for providing a proposal to the UUCNH Board for approval.

Responsibilities

- 1) Develop and maintain a Master List of activities, duties, timelines, tasks, formats, etc. for which Buildings & Grounds is specifically responsible.
- 2) Maintain a relationship with and provide monthly updates to the team's Board Liaison.
- 3) Develop and submit a proposed budget for the team as part of the annual church budgeting process.
- 4) Submit a report on the team's activities for inclusion in the UUCNH Annual Report to the congregation.