

BUILDING AND GROUNDS COMMITTEE

Responsibilities

1. **General Responsibilities**

- a. Overall condition of all church-owned buildings.
- b. Overall condition of grounds surrounding church-owned buildings.
- c. Church-owned vehicles and powered equipment.
- d. Preventive maintenance of buildings, vehicles and equipment.
- e. Security of buildings and vehicles.
- f. Custodial Care
- g. Yard Care
- h. Kitchen

2. **Specific Responsibilities – Exterior**

Regularly inspect the condition of the exteriors of all buildings. Schedule and supervise work days to make repairs or arrange for commercial repairs as needed. Attention should be paid to shrubs, planting beds, parking lot, paint, roofs, gutters and drainage. Set up a schedule for yard care and monitor the appearance of the yard. If necessary, arrange for commercial yard care.

3. **Specific Responsibilities – Interior**

Regularly inspect the condition of carpets, floors, furniture, paint, woodwork, and plumbing throughout church buildings. Schedule repairs as necessary. Monitor the condition of all electrical units, lights, and junction boxes. Arrange for commercial repairs if needed. When advisable, set up and supervise work days to make repairs.

4. **Custodial Care**

Review and update as necessary the duties of the custodians. Monitor the cleanliness and care of buildings that are maintained by custodial care.

5. **Kitchen**

Monitor the condition of stoves, ovens, refrigerators, sinks, ice makers and plumbing in the kitchen. Arrange for repairs as necessary. Inspect for cleanliness. At the discretion of the church board, set up and oversee a kitchen committee to be responsible for cleaning the kitchen and keeping supplies stocked.

6. **Vehicles**

Periodically inspect all church vehicles and powered equipment. Verify that registration and safety inspections are kept up-to-date, and that servicing is done regularly. Set up and monitor rules for users to keep vehicles clean and in good condition. Verify that all drivers are properly trained and qualified before allowing them to drive church-owned vehicles.

7. **Security**

Establish and enforce guidelines for securing buildings, vehicles and equipment. Publish responsibilities for locking doors, turning lights on or off, and maintaining correct thermostat settings.

Revised August 2006