

GCRC Maintenance & Building Committee Mandate

Purpose: To oversee the proper care and maintenance of buildings, inventory, and properties of the Georgetown Christian Reformed Church, keeping everything in good working order.

Scope (Tasks):

- Be proactive and maintain systems to ensure they function properly and are operational for the average life of the system. For instance, if our HVAC system requires routine maintenance, work to create a schedule for that maintenance. Make sure that it is maintained by a professional with the appropriate license, background, and training.
- Make a plan and recruit volunteers to help with the outdoor planting, trimming, weeding and grass cutting.
- Negotiate contract for snow clearing maintenance.
- Make recommendations on furnishings, décor color themes, and signage
- Identify equipment needs and ensure that all necessary items are in good working order. Ex. ensure that handicap elevator lift is properly maintained and inspected as required.
- Discuss strategy for managing church facilities, identify facility update needs, and plan for future expansions or remodels.
- Ensure that the Fire Safety Plan is current and that Council and the congregation is aware of emergency procedures in case of fire.
- Do routine safety checks of the church property to ensure there are no hazardous materials, equipment or facility locations that could impose harm to someone.
- Provide an itemized statement showing maintenance expenditures shall be provided to Council on a quarterly basis.
- All legal documents, minute books, contracts or records relative to the work of the committee shall be carefully preserved in a place of safekeeping in the church office.
- The maintenance of the building and properties shall be the sole responsibility of the committee, however, if and when any one expenditure exceeds the amount of \$1,000, the committee shall consult Council before the expenditure is made, if not provided of in the current budget.
- Any outside party working on the church premises (including third-party contractors doing construction, repairs, or maintenance) is to furnish GCRC with a Certificate of Liability Insurance in advance of their activity confirming coverage for their operations on the premises and naming Georgetown Christian Reformed Church as Additional Insured for any legal liability arising out of their negligence and indicating a Legal Liability coverage limit of not less than \$2,000,000.
- To facilitate the work of keeping the church building clean and in preparing for worship services and other meetings, a salaried custodian shall be employed. Such person(s) may be hired by the committee in consultation with Council. Council will be responsible for the custodial/janitorial contract in conjunction with the Maintenance & Building Committee coordinator.
- **Church Keys** (policy approved Nov. 11, 2011):
In order to be secure, safe and accountable:
 1. All persons holding a church key currently, must register this via a form which may be obtained through the church office. This form must be returned to the office and will be kept on file both in the office and with Maintenance Committee.
 2. All persons seeking the privilege of getting a key must apply via the form and have it approved by Executive Council before getting access. The key will then be issued by the Maintenance Committee.

3. All persons who cease to be in a position of needing a key, must return the key to the office and not forward it on to another.
- Work Order/Deficiency Forms are placed in all rooms. Forms are to be filled out as needed and left in the office for maintenance & building committee attention.

Membership: Council appoints and approves members to the committee.

Chair

Secretary

Council Liaison

At least 2 members of the congregation

Members are appointed for 3 years; however, members may be reappointed for an additional 3 years.

Meeting Arrangements: It is the duty of the chairperson to call meetings as often as necessary, but at least quarterly.

Authority: Recommends to Council.

Reporting: Reports to Council through meeting minutes

Resources/Budget: The committee shall submit a budget annually to the Finance Committee and ensure that large capital expenditures are budgeted and resources are available when needed.

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