

BUILDINGS AND GROUNDS COMMITTEE

Purpose

The Buildings and Grounds committee is responsible for the maintenance of the Guilford Community Church buildings and grounds.

Membership

The membership will consist of four to six individuals to be recruited annually, who express interest in keeping the GCC property and building in proper and safe working order.

Chairperson

The term of chair is one year and may be renewed; the chair is recommended by the Resource Stewardship committee, approved by the church council, and elected by church members at the annual meeting. Upon being elected, the chair populates the committee with people willing to serve for the coming year.

The chair sets the standard for the upkeep of the GCC buildings and grounds and should be a member who has been with GCC for some time and has knowledge of the details of how the church operates.

The Buildings and Grounds chair's responsibilities include:

- A. Keep the Building and Grounds book with up-to-date information as follows:
 1. Current committee members with contact information
 2. List of equipment requiring yearly inspection and up-to-date contact information for inspectors as follows:
 - Elevator
 - Fire extinguishers
 - Boiler
 - PV
 3. List of recommended utility contractors with current contact information:
 - Plumber
 - Electrician
 - Heat pumps and mini splits
 - Boiler
 - Deck repair or other exterior maintenance
 - Roofing
 4. Names and contact information for those providing the following services:
 - Snow removal
 - Bathroom cleaning
 - Zeller Hall cleaning and floor waxing
 - Sanctuary, Houghton Room, pastor's and administrator's offices cleaning
 - Lawn mowing
 - Memorial Garden and front yard weeding and cleaning
 - Propane and fuel oil supply
- B. Schedule and preside over meetings.
- C. Attend monthly Council meeting and report.
- D. Be in contact with and attentive to other committee chairs and their needs.
- E. Perform simple janitorial duties.

F. Schedule, advertise, and plan quarterly cleanup days for kitchen, Zeller Hall, sanctuary, Houghton Room, and outside

G. Delegate work to committee members as needed.

H. Be in communication with the Park Board and its Chair.

I. Authorize small expenditures as needed for weekly operation and begin the process for approval for expenditures over \$500 if they are not included as part of the approved yearly budget.

J. Prepare a report summarizing the activities and accomplishments of the committee over the past year, to be included in the church's Annual Report.

Activities and Responsibilities

The committee's responsibilities include:

A. Attend scheduled committee meetings

B. Help with work when requested by the chair

- Lawn mowing
- Memorial Garden and front yard weeding and cleaning

Meetings

The Buildings and Grounds committee meets bi-monthly or as necessary.