

POLICY AND PROCEDURES

1. Maintenance, Repair & Future Planning

1.1 Committee Members

1.1.1 Will perform any maintenance and repair work that can be completed without the use of a third party contractor. Some work such as electrical, plumbing or heating/air may require a professional contractor to perform the work. Repairs that might be performed are (but not limited to):

1.1.1.1 Changing light bulbs.

1.1.1.2 Replacing heat/air filters

1.1.1.3 Painting

1.1.1.4 Bleaching

1.1.1.5 Minor wood repairs.

1.1.1.6 Stripping and waxing floors

1.1.1.7 Minor plumbing

1.2 Will set up church wide work days

1.2.1 Will encourage all church members to participate on the church wide work days to;

1.2.1.1 Clean out closets, drawers, under stairs, and inside offices,

1.2.1.2 Bleach outside of church and steeple

1.2.1.3 Wash or sweep sidewalks

1.2.1.4 Paint rails, wall or items that need repainting.

1.2.1.5 Clean up weeds, brush or shrubs around the property.

1.2.1.6 Replace light bulbs, light covers, and etc.

1.2.1.7 Strip wax and re-wax floors.

1.3 Will maintain a list of work projects or repairs needed and the ranking of importance of projects needing completion.

1.3.1 Will recommend to the church on items that are deemed needing completion first.

1.3.2 Will get estimates for all projects on the work list.

1.4 Will work on plans for future expansion and growth of the buildings and property,

1.4.1 Will recommend to the church items that are deemed needed and vital to church growth.

1.5 Will evaluate the insurance needs of the church buildings, get quotes and make recommendations to the church.

1.6 Will handle all Lawn Care services and third party contractors providing work to buildings, property, and equipment (excluding items covered by other committees such as office equipment, music equipment and etc.)

2. Safety

2.1. The Building & Grounds Committee will strive to provide a safe place for members to worship by providing:

2.1.1 First Aid

2.1.1.1 Will ensure that normal first aid supplies are available in the event there is a need.

2.1.1.2 Will post a list of First Aid/CPR providers on the church bulletin boards.

2.1.2 Emergency Evacuation Procedure

2.1.2.1 Will post building sketches that indicate the location of emergency supplies and equipment as well as exit routes, muster points and storm shelter rooms.

2.1.2.2 Will evaluate the need and placement of emergency lighting.

2.1.2.3 Will be responsible to ensure that the Emergency Action Plan is updated annually and as needed.

2.1.3 Emergency Drills

2.1.3.1 Will plan and coordinate emergency drills.

2.1.3.2 Will evaluate drills to determine needed changes to the safety procedures.

3. Security

3.1. The Building & Grounds Committee will strive to protect the assets of the church and members by providing:

3.1.1 Controlled Access

3.1.2.1 Keys to the buildings will be coordinated by the Building & Grounds Committee.

3.1.2.2 A key holder agreement will be filled out prior to issuing keys to church members that need building access. [#LCBC-FM-BUILD1]

3.1.2.3 The Building & Grounds Committee will determine who needs keys for access to the church and keep the number of people with keys to a minimum.

3.1.1 Parking Lot Security Checks

3.1.2.1 Will ensure that frequent checks of the parking lot will be made during church functions at the church.

4. Variance

4.1. Any variance from this procedure requires church approval.

5. Budget

5.1. Total Building & Grounds budget will be set annually by the Budget Committee.

6. References –

6.1. Bylaws

6.1.1. Budget-Article 10

6.1.2. Finance-Article 10

6.1.3. Article 5 Section 13

6.2. Policy & Procedures

6.2.1. #LCBC-PP-LAWN1

6.3. Job Description

6.3.1. #LCBC-JD-0025

6.4. Forms

6.4.1. #LCBC-FM-BUILD01

6.4.2. Emergency Action Plan

6.5. Work Instructions

6.5.1. None

6.5.2.