

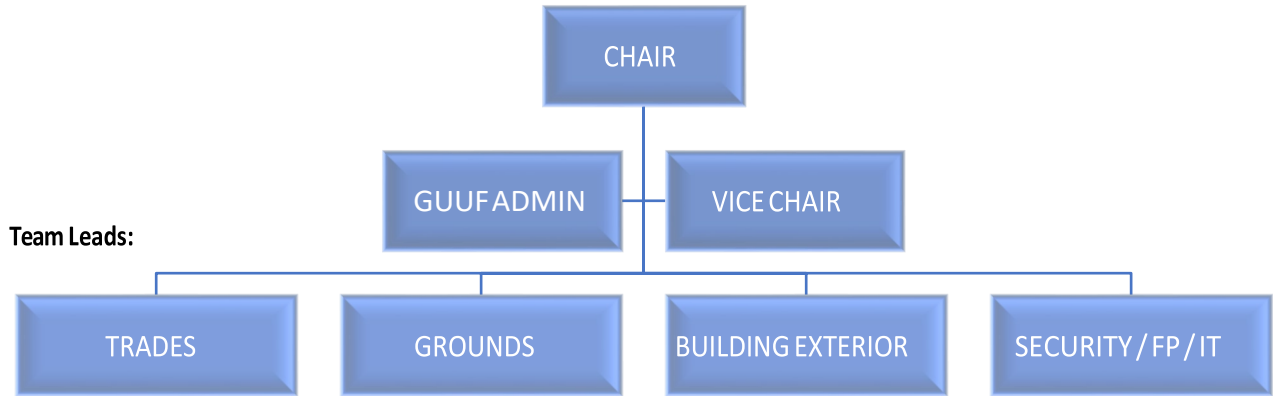
Greenville Unitarian Universalist Fellowship
Committee Charter
Building & Grounds

Mission

Revised: 010/09/2023 Approved:
10/23

The B&G Mission is to ensure the buildings and surrounding grounds are properly maintained within an approved budget and to help improve and create a physical environment that encourages member engagement.

Committee Structure



Qualifications

CHAIR

- Member of GUUF in goodstanding
- Good organizational skills
- Good communication skills
- Experience and/or basic knowledge of facilities; construction, maintenance, landscaping
- Good problem-solving skills
- Good people skills

VICE CHAIR

- Member of GUUF in goodstanding
- Good computer skills
- Good organizational skills

TEAM LEAD

- Experience and/or specific knowledge in areas they oversee
- Ability to perform work and/or organize contractors and/or volunteers to perform work

Overall Responsibilities

CHAIR

To ensure facility maintenance is performed satisfactorily and within budget as well as plan for future growth and enhancement of GUUF facilities.

VICE-CHAIR

To support Team Leads and Chair, as needed, to maintain a healthy, functioning committee. Fills in for Chair when requested and assists with facility documentation efforts.

TEAM LEAD

Research effort/scope on Work Requests, organize work using contractors and/or volunteer labor, and ensure work is performed to acceptable quality.

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Functions / Tasks

CHAIR

1. Program Council Member – must attend monthly PC meetings and/or provide a committee report as requested by GUUF President-Elect
2. Recruit, select, train, and work with Vice Chair and Team Leads
3. Communicate and work closely with other committees, leadership, and staff as appropriate to coordinate B&G efforts
4. Communicate with congregation regarding B&G issues and needs through proper communication channels
5. Manage finances to stay within current B&G budget and make recommendations for future budgets
6. Work closely with GUUF Admin to ensure Work Requests / Tasks are properly routed and completed work documented
7. Assign Work Requests / Tasks to appropriate Team Lead
8. Work closely with Team Leads in coordinating work using contractors and/or volunteer labor
9. Overall responsibility for building and grounds maintenance contracts
10. Review and Approve/Reject completed work for payment
11. Maintain an up-to-date Project List for improvement ideas on GUUF Campus
12. Assign Projects to various B&G Members

VICE CHAIR

1. Support Chair and Team Leads, as requested
2. Fill in for Chair at B&G meetings, Program Council meeting, or contractor meetings, as needed
3. Manage facility documentation using appropriate repositories
4. Manage Work Request system, as needed

TEAM LEAD

1. Review Work Requests to establish scope of work and/or skill (contractor or volunteer) needed to complete task
2. Be a point of contact for contractors to review work, solicit bid, supervise / approve work, and obtain documentation
3. Communicate with Chair and/or Vice Chair regarding expenditures to complete work
4. Coordinate workdays with contractors and/or volunteers
5. Train workers to ensure their safety while performing tasks
6. Inspect to ensure quality of work meets GUUF standards

GUUF ADMIN

1. Add Work Requests to system
2. Work closely with CHAIR to assign Work Orders/Tasks

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Areas of Responsibility

TRADES (Mechanical/Electrical/Plumbing)

- Plumbing (supply and waste, inside and outside buildings)
- Electrical (High voltage systems)
- HVAC
- Painting, Carpentry, Maintenance Repairs
- Interior fixtures (blinds, interior doors, bulletin boards, etc.)

GROUNDS

- Yard Maintenance (lawn, shrubs, flowers, trees)
- Playground
- Memorial Garden
- Signage
- Driveway / Parking Lots

BUILDING EXTERIOR

- Doors (Locks)
- Windows
- Roof system
- Patios and Steps
- Gutters
- Siding
- Awnings, shutters

SECURITY / FIRE PROTECTION / IT

- Low voltage systems
- Security Cameras (hardware and wiring)
- Fire Protection (alarms, exits lights, smoke detectors, etc.)
- Wi-Fi / IT infrastructure
- Audio / Visual infrastructure