

## BUILDING AND GROUNDS COMMITTEE

### ORGANIZATION

The committee consists of five (5) non-Council members approved by the Council. The Council liaison shall be a member of the Committee with voice but without vote. Insert term guidelines here.

### PURPOSE

The Building and Grounds Committee is responsible for:

1. Maintenance and repair of all church property, excluding the cemetery, which is the responsibility of the Cemetery Committee.
2. Establishing building use policies and the related charges. (Note: New policies, policy changes and related charges must be approved by the Council.).

### RESPONSIBILITIES

1. Make inspections of all buildings, grounds, and maintenance equipment on an annual basis.
2. Arrange for the repair of items costing less than \$3,000. Maintain a list of contractors who have provided the church with reliable service for future reference. Such contractors shall provide the church with a current certificate of insurance with terms as approved by Council prior to providing any services.
3. For repairs costing \$3,000 or more, secure at least two (2) bids from insured workmen and contractors. If the work to be performed is the type that requires a license, in St. Louis County (i.e., mechanical, electrical, plumbing, etc.), said workmen / contractors shall be properly licensed as required. The Committee must obtain the following from each bidder:
  - (a) a copy of their current certificate of insurance with limits to be determined by Council;
  - (b) a copy of their license, if applicable; and
  - (c) lien waivers after the work is completed.
4. Present bids and recommendation for action to the Council for repairs costing more than 20% over budget or for repairs not included in the budget.
5. Prepare and submit to the Finance Committee: maintenance and repair, improvement and new equipment, and utility budgets.
6. Monitor and maintain records of monthly expenditures to ensure that the budgeted amounts are not exceeded.

### POLICY STATEMENT

Church-owned tools shall not be loaned or used by tenants or contractors.

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